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ABSTRACT

Developed in Virginia, this publication contains task analysis guides to support selected tech prep programs that prepare students for careers in the health and human services cluster. Occupations profiled are physical therapist aide and physical therapist assistant. Each guide contains the following elements: (1) an occupational task list derived from a panel of local workers or employers (occupational analysis); (2) a collection of secondary and postsecondary instructional objectives and performance measures that reflect the occupational analysis; (3) a list of resources that can be used to support instruction; and (4) a list of courses and programs that make up the tech prep program. The task lists are comprised of a duty area, a task or competency, a performance objective, a performance measure, and enabling objectives and activities. (KC)

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TASK ANALYSES

HEALTH AND HUMAN SERVICES CLUSTER

ED 406 543

Physical Therapist Aide and Physical Therapist Assistant

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Commonwealth of Virginia
Virginia Community College System
Richmond, Virginia 23219

TASK ANALYSES
HEALTH AND HUMAN SERVICES CLUSTER

PHYSICAL THERAPIST AIDE AND PHYSICAL THERAPIST ASSISTANT

A COMPETENCY-BASED CURRICULUM GUIDE

DEVELOPED BY

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INTRODUCTION

This publication contains task analyses guides to support selected Tech Prep programs that prepare students for careers in the Health and Human Services cluster.

Tech Prep curriculum guides are essentially local products, developed to support programs offered by a community college and the school divisions in its consortium. Each guide is intended to serve as a model for other sites that wish to establish a similar program, and for this reason, all deliverables as they are received are placed in the library of the Virginia Vocational Curriculum and Resource Center (VVCRC), available on loan. A few have been selected for publication and broader distribution by the Virginia Community College System, based on their potential for widespread use.

Each task analyses guide included in this publication has the following essential elements:

- An occupational task list derived from a panel of local workers or employers (occupational analysis)
- A collection of secondary and postsecondary instructional objectives and performance measures that reflect the occupational analysis
- A list of resources that can be used to support instruction
- A list of courses and programs that make up the Tech Prep program.

Certain other elements, such as related academic skills and career path information, have been included if developed by the local site. Other information, including learning activities, sample student schedules, course descriptions, and other introductory matter, may be obtained from the complete guide in the VVCRC library or from the project director.

Each task analyses guide has been reviewed and approved for statewide use in secondary schools by the appropriate content specialist at the Virginia Department of Education. Due to recent restructuring of many secondary program areas, the content of a Tech Prep guide, based on local employment requirements, may differ from the VDOE-recommended course content. Suggestions by the content specialist to reconcile these differences may be noted in the guide.

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OCCUPATIONAL ANALYSIS

Occupational Task List: Physical Therapist Aide and Physical Therapist Assistant

A. HELPING PHYSICAL THERAPY DEPARTMENT PATIENTS
- Know the definition and history of physical therapy in the United States.
- Know the types of patients requiring physical therapy.
- Communicate with patients.
- Identify the patient's bill of rights.
- Communicate with the hearing impaired.
- Communicate with the visually impaired.
- Assist the mentally impaired patient.
- Assist the physically impaired patient.
- Assist medicated patients.

B. LIFTING AND TRANSFERRING PATIENTS
- Identify principles of lifting patients.
- Identify principles of basic transfers of patients.
- Transfer patient with one-sided weakness.
- Transfer patient by a two-person lift.
- Transfer patient by a one-person pivot transfer.
- Transfer patient by a pneumatic lift.
- Transfer patient between stretcher and bed/treatment table.
- Transfer patient by a hydraulic lift.
- Transport patient by wheelchair.
- Transport patient by stretcher.

C. PROVIDING PATIENT CARE SERVICES
- Assist patient in using bathroom.
- Assist patient in using bedside commode.
- Assist patient in using urinal.
- Assist patient in using bed pan.
- Assist patient in dressing and undressing.

D. IDENTIFYING AND STORING PHYSICAL THERAPY EQUIPMENT
- Identify three types of superficial heating equipment.
- Identify three types of deep heating equipment.
- Identify three types of cooling equipment.
- Identify exercise equipment.
  - Identify tilt table.
  - Identify parallel bars.
  - Identify mats (plain and platform).
  - Identify weights (barbell and sandbag).
  - Identify N-K table.
  - Identify orthotron unit.
  - Identify Cybex unit.
  - Identify tread mill.
  - Identify staircase.
  - Identify wall pulley weights.
  - Identify stationary bicycle.
  - Identify finger ladder.
  - Identify cuff weights.
  - Identify dumbbells and dumbbell rack.
  - Identify stair-climbing walker.

Identify assistive ambulatory devices and miscellaneous equipment.
Identify various types of crutches and accessories.
Identify various types of canes.
Identify various types of walkers.
Identify traction equipment (cervical and lumbar/pelvic).
Identify quartz lamps (hot and cold).

E. PERFORMING SUPPORT SERVICES
Clean instruments and equipment.
Clean work area.
Clean whirlpool bath.
Clean paraffin bath.
Clean electrically powered equipment.
Clean non-electrically powered equipment.
Clean hydrocollator units.
Wash hands aseptically.
Adjust bed and side rails.
Prepare physical therapy area for treatment.
Report unsafe conditions.
Follow departmental safety, emergency, and disaster procedures.
Properly dispose of contaminated materials.

F. DEPARTMENTAL INFECTION CONTROL
Use aseptic techniques in working with equipment used by clients and contaminated with pathogenic microbes.
Clean and disinfect environmental work surfaces.
Maintain a clean, orderly equipment-washing/-disinfection/-sterilization packaging area.

G. PERFORMING ADMINISTRATIVE / CLERICAL FUNCTIONS
Complete a charge slip.
Update medical records.
Maintain daily treatment log.
Schedule appointments for patients.
Assist with supervision of physical therapy assistants and aides.
Carry out assignment from supervisor.
Assign work to coworkers.
Schedule therapy treatments.
Plan individual work loads.
Conduct physical therapy equipment inventory.
Conduct physical therapy department supply inventory.
Arrange for equipment repair.
Provide patient information to therapist/physician.
Participate in hospital/clinic quality control meetings.
Complete quality control data sheet.
Compile information for quality assurance studies.
Review physician's orders.
Update attendance cardex.
Register physical therapy patient.
Assist patient with Medicare insurance forms.
Set up and revise sign-in sheets.
Attend Individualized Education Program (IEP) meetings.
Proofread, copy, and distribute evaluations.
Maintain monthly/yearly treatment log.
Screen patient for physical therapy evaluation.
Complete travel reimbursement form.
File patient's records.
Maintain record of physical therapy equipment on loan.

H. COMMUNICATING INFORMATION

Assess patient's response to therapy treatment.
Collect therapy data for patient's file.
Prepare therapy information sheets/booklets for patient and family.
Provide therapy instructions to patient.
Write physical therapy reports (progress notes).
Write discharge (DC) notes.
Use department telephone.
Use department intercom or pager.
Report patient therapy treatment information to physical therapist and other health care professionals.
Greet patients and visitors.
Provide information on possible side effects of treatment.
Explain indications and contraindications of physical therapy treatment.
Instruct family members on home care procedures.
Explain home use of equipment to patient.
Record treatment coding on records, treatment plan, and daily workload log.
Instruct visually impaired patient.
Communicate information to a family member of a special needs patient.
Participate in multidisciplinary (care plan) meetings.
Prepare patient reminders for prescription expiration and parental consent forms.
Verify therapy consent form.
Create informational displays.

I. PROVIDING PATIENT CARE SERVICES

Measure blood pressure.
Take pulse and respiration.
Measure patient's height and weight.
Measure patient for pressure garment.
Assess patient's body alignment.
Position patient for examination or treatment.
Turn patient.
Drape patient for physical examination/treatment.
Assist patient with assistive/supportive devices.
Assist patient in pain.
Instruct patient in use of body mechanics.
Assist patient with dangling.
Assist patient with standing.
Assist patient with walking.
Assist patient in using a cane.
Assist patient in using a quad cane.
Assist patient in using a walker.
Assist patient in using a wheelchair.
Assist patient with crutch walking.
Apply and remove a brace.
Apply a splint.
Transfer patient between stretcher and bed/treatment table.
Transfer patient to and from wheelchair.
Direct patient in use of exercise equipment.
Verify patient's identification.
Change patient's bandage or dressing.
Attach gait belt to patient.
Instruct patient in bed mobility activities.
Adjust physical therapy devices.
Apply protective restraints.
Apply clean dressing.
Apply elastic bandage.
Apply topical ointment.

Apply antiembolism elastic stockings.
Assist a patient who has fallen.

J. PERFORMING SUPPORT SERVICES
Stock equipment and supplies.
Assist patient with catheters and drainage tubes.
Prepare patient for treatment.
Set up equipment and supplies for treatment.
Instruct patient in use of assistive/supportive/rehabilitative devices.
Operate timing device.
Conduct preventive maintenance testing on physical therapy equipment.
Order equipment and supplies.
Make ice massage sticks.
Repair physical therapy equipment.
Assemble physical therapy equipment.
Conduct culture tests.

K. PERFORMING PATIENT AND CARE PLAN ASSESSMENT
Interpret physical therapy patient's treatment plan.
Consult physical therapist on patient progress.
Assess patient's progress and the effectiveness of treatment plan.
Complete patient's progress chart.
Conduct posture assessments.
Plan activities of daily living.
Plan work-hardening activities.
Consult with physician about patient's treatment plan.
Assess patient's tolerance and adjust treatment.
Consult with other patient care professionals.
Assess patient's range of motion.
Administer manual muscular functions tests.
Assist in functional capacity assessment.

L. PERFORMING PHYSICAL THERAPY TREATMENTS
Apply cold compress to treatment area.
Apply infrared heat to treatment area.
Apply warm compress to treatment area.
Provide patient with hydrotherapy treatment.
Administer hydrotherapy to a patient with an open wound.
Give patient a contrast bath.
Give patient a melted paraffin treatment.
Give patient an ice massage.
Give patient a combination ultrasound and electrical stimulation treatment.
Administer tilt table treatment.
Administer traction.
Give electrical stimulation treatment.
Give patient a lotion massage.
Administer intermittent venous compression treatment.
Give patient an ultraviolet light treatment.
Administer diathermy treatment.
Administer ultrasonic treatment.
Administer transcutaneous electrical nerve stimulation (TENS) treatment.
Position lumbosacral or cervical support pillow.
Assist patient with three-point gait treatment.
Assist patient with four-point gait treatment.
Assist patient with parallel bars gait treatment.
Assist patient with walker gait treatment.
Assist patient with cane gait treatment.

Assist patient with quad cane gait treatment.
Assist patient with axillary crutch gait treatment.
Assist patient with Loftstrand crutch gait treatment.
Administer range of motion (ROM) treatment.
Instruct patient on progressive resistive exercise (PRE) treatment.
Assist patient with strengthening exercise treatment.
Assist patient with stretching exercise treatment.
Assist patient with sitting balance exercise treatment.
Assist patient with standing balance exercise treatment.
Assist patient in protective reflex training.
Assist patient with fine motor coordination exercise treatment.
Assist patient with gross motor strengthening exercise treatment.
Assist patient with staircase gait training.
Give patient neurodevelopmental training (NDT).
Perform muscle re-education.
Assist patient with assistive and resistive exercise using a pulley system.
Assist patient with treadmill exercise.
Assist patient with functional activities.
Assist patient with high-level balance/gross motor coordination activities.

M. PROVIDING PSYCHO-SOCIAL CARE
Provide supportive listening for patient and family.
Identify possible abuse.
Respond to emotional needs of terminally ill patient and family.
Plan behavior management (reinforcement and reward) activities.
Promote patient trust.
Talk with patient about everyday life.
Attend physical therapy workshops and/or in-service.
Apply for certification/licensure.
Remain current with latest technology.

PROGRAM DESIGN

Physical Therapist Aide (two one-year core courses at the secondary level)

Health Assistant I (grade 11)
Physical Therapy Aide (grade 12)
Algebra I & II
Geometry
Earth Science
Biology
Chemistry
English 9-12
Health/Physical Education 9 & 10
World Geography/History
U.S. History/Virginia History
U.S. Government/Political Science
Keyboard 9
Computer 10
Art/Music

Physical Therapist Assistant (two years of courses at the community college level)

MTH151: Mathematics for the Liberal Arts
STD100: College Orientation
ENG111: College Composition I
BIO141: Human Anatomy and Physiology
SPD100: Principles of Public Speaking
PSY231-232: Life Span Human Development
CIS150: Introduction to Microcomputer Software
PTH105: Introduction to Physical Therapy
PTH110: Medical Reporting
PTH115: Kinesiology for Physical Therapist Assistant
PTH121 & 122: Therapeutic Procedures I & II
PTH151: Musculoskeletal Structure
PTH210: Psychological Aspects of Therapy
PTH225: Rehabilitation Procedures
PTH226: Therapeutic Exercise
PTH227: Pathological Conditions
PTH245: Professional Issues
PTH251: Clinical Practicum 1
PTH252: Clinical Practicum 2

PHYSICAL THERAPIST AIDE SUGGESTED TEACHING SEQUENCE

1.4 Analyze the Patient's Bill of Rights.
1.1 Present an overview of physical therapy in the United States.
1.2 Describe the types of patients requiring physical therapy.
1.3 Communicate with patients.
1.5 Communicate with the hearing-impaired patient.
1.6 Communicate with the visually impaired patient.
1.7 Assist the mentally impaired patient.
1.8 Assist the physically impaired patient.
1.9 Assist medicated patients.
5.9 Adjust bed and side rails.
2.1 Demonstrate principles of lifting patients.
2.2 Demonstrate principles of basic transfers of patients.
2.3 Transfer patient with one-sided weakness.
2.4 Transfer patient by a two-person lift.
2.5 Transfer patient by a one-person pivot transfer.
2.6 Transfer patient by a pneumatic lift.
2.7 Transfer patient between stretcher and bed/treatment table.
2.8 Transfer patient by a hydraulic lift.
2.9 Transport patient by wheelchair.
2.10 Transport patient by stretcher.
3.1 Assist patient in using bathroom.
3.2 Assist patient in using bedside commode.
3.3 Assist patient in using urinal.
3.4 Assist patient in using bed pan.
3.5 Assist patient in dressing and undressing.
4.1 Identify three types of superficial heating equipment.
4.2 Identify three types of deep heating equipment.
4.3 Identify three types of cooling equipment.
4.4 Identify exercise equipment.
4.5 Identify assistive ambulatory devices and miscellaneous equipment.
5.11 Report unsafe conditions.
5.10 Prepare physical therapy area for treatment.
5.8 Wash hands aseptically.
6.1 Use aseptic techniques in working with equipment contaminated with pathogenic microbes.
6.2 Clean and disinfect environmental work surfaces.
6.3 Maintain a clean, orderly equipment-washing/-disinfection/-sterilization packaging area.
5.1 Clean instruments and equipment.
5.2 Clean work area.
5.3 Clean whirlpool bath.
5.4 Clean paraffin bath.
5.5 Clean electrically powered equipment.
5.6 Clean non-electrically powered equipment.
5.7 Clean hydrocollator units.
5.12 Follow departmental safety, emergency, and disaster procedures.
5.13 Dispose of contaminated materials.

8.10 Greet patients and visitors.
7.19 Register physical therapy patient.
7.25 Screen patient for physical therapy evaluation examination.
7.23 Proofread, copy, and distribute evaluations.
7.20 Assist patient with Medicare insurance forms.
7.1 Complete a charge slip.
7.17 Review physician's orders.
7.27 File patient's records.
7.18 Update attendance cardex.
7.2 Update medical records.
7.3 Maintain daily treatment log.
7.24 Maintain monthly/yearly treatment log.
7.13 Provide patient information to physician.
7.4 Schedule appointments for patients.
7.8 Schedule therapy treatments.
7.6 Carry out assignment from supervisor.
7.5 Assist with supervision of physical therapy assistants and aides.
7.7 Assign work to coworkers.
7.9 Plan individual work loads.
7.21 Set up and revise sign-in sheets.
7.10 Conduct physical therapy equipment inventory.
7.11 Conduct physical therapy department supply inventory.
7.12 Arrange for equipment repair.
7.14 Participate in hospital/clinic quality control meetings.
7.15 Complete quality control data sheet.
7.16 Compile information for quality assurance studies.
7.22 Attend Individualized Education Program (IEP) meetings.
7.26 Complete travel reimbursement form.
7.28 Maintain record of physical therapy equipment on loan.
9.25 Verify patient identification.
8.4 Provide therapy instructions to patient.
8.11 Provide information on possible side effects of treatment.
8.12 Explain indications and contraindications of physical therapy treatment.
8.16 Instruct visually impaired patient.
8.17 Communicate information to a family member of a special needs patient.
8.19 Verify therapy consent form.
8.2 Collect therapy data for patient's file.
8.1 Assess patient's response to therapy treatment.
8.5 Write physical therapy reports (progress notes).
8.15 Record treatment coding on records, treatment plan, and daily workload log.
8.9 Report patient therapy treatment information to physical therapist and other health care professionals.
8.13 Instruct family members on home care procedures.
8.14 Explain equipment home usage to patient.
8.6 Write discharge (DC) note.
8.3 Prepare therapy information sheets/booklets for patient and family.
8.7 Use department telephone.
8.8 Respond to department intercom or pager.
8.18 Participate in multidisciplinary (care plan) meetings.
8.20 Create informational displays.
9.1 Measure patient's blood pressure.
9.2 Take patient's pulse and respiration.

Physical Therapist Assistant Suggested Teaching Sequence (continued)

9.3 Measure patient's height and weight.
9.4 Measure patient for pressure garment.
9.5 Assess patient's body alignment.
9.6 Position patient for examination or treatment.
9.7 Turn patient.
9.8 Drape patient for physical examination/treatment.
9.9 Assist patient with assistive/supportive devices.
9.10 Assist patient in pain.
9.11 Instruct patient in use of body mechanics.
9.22 Transfer patient between stretcher and bed/treatment table.
9.23 Transfer patient to and from wheelchair.
9.27 Attach gait belt to patient.
9.12 Assist patient with dangling.
9.13 Assist patient with standing.
9.14 Assist patient with walking.
9.15 Assist patient in using a cane.
9.16 Assist patient in using a quad cane.
9.17 Assist patient in using a walker.
9.18 Assist patient in using a wheelchair.
9.19 Assist patient in using crutches.
9.31 Apply elastic bandage.
9.32 Apply topical ointment.
9.26 Change patient's bandage or dressing.
9.33 Apply antiembolism elastic stockings.
9.20 Apply and remove a brace.
9.21 Apply a splint.
9.30 Apply protective restraints.
9.29 Adjust physical therapy devices.
9.28 Instruct patient in bed mobility activities.
9.34 Assist a patient who has fallen.
9.24 Direct patient in use of exercise equipment.
10.8 Order equipment and supplies.
10.1 Stock equipment and supplies.
10.11 Assemble physical therapy equipment.
10.4 Set up equipment and supplies for treatment.
10.7 Conduct preventive maintenance test on physical therapy equipment.
10.10 Repair physical therapy equipment.
10.13 Contact Bio-Med for re-evaluating modality equipment.
10.9 Make ice massage sticks.
10.12 Conduct culture tests.
10.2 Assist patient with catheter and drainage tube.
10.3 Prepare patient for treatment.
10.5 Instruct patient in use of assistive/supportive/rehabilitative devices.
10.6 Operate timing device.
13.5 Promote patient trust.
13.6 Talk with patient about everyday life.
13.1 Provide supportive listening for patient and family.
13.2 Identify possible abuse.
13.3 Respond to emotional needs of terminally ill patient and family.
13.4 Plan behavior management (reinforcement and reward) activities.
13.8 Apply for certification/licensure.
13.7 Attend physical therapy workshops and/or in-service.
13.9 Remain current with latest technology.
11.1 Interpret physical therapy patient's treatment plan.
11.8 Consult with physician about patient's treatment plan.

Physical Therapist Assistant Suggested Teaching Sequence (continued)

11.9 Assess patient's tolerance and adjust treatment.
11.11 Assess patient's range of motion.
11.13 Assist in functional capacity assessment.
11.12 Administer manual muscular functions tests.
11.5 Conduct posture assessments.
11.3 Assess patient's progress and the effectiveness of treatment plan.
11.4 Complete patient's progress chart.
11.10 Consult with other patient care professionals.
11.2 Consult physical therapist on patient's progress.
11.7 Plan work-hardening activities.
11.6 Plan activities of daily living.
12.19 Position lumbosacral or cervical support pillow.
12.1 Apply cold compress to treatment area.
12.8 Give patient an ice massage.
12.2 Apply infrared heat to treatment area.
12.3 Apply warm compress to treatment area.
12.4 Provide patient with hydrotherapy treatment.
12.5 Administer hydrotherapy to a patient with an open wound.
12.6 Give patient a contrast bath.
12.7 Give patient a melted paraffin treatment.
12.15 Give patient an ultraviolet light treatment.
12.16 Administer diathermy treatment.
12.17 Administer ultrasonic treatment.
12.9 Give patient a combination ultrasound and electrical stimulation treatment.
12.12 Give electrical stimulation treatment.
12.18 Administer transcutaneous electrical nerve stimulation (TENS) treatment.
12.13 Give patient a lotion massage.
12.14 Administer intermittent venous compression treatment.
12.10 Administer tilt table treatment.
12.11 Administer traction.
12.20 Assist patient with three-point gait treatment.
12.21 Assist patient with four-point gait treatment.
12.22 Assist patient with parallel bars gait treatment.
12.23 Assist patient with walker gait treatment.
12.24 Assist patient with cane gait treatment.
12.25 Assist patient with quad cane gait treatment.
12.26 Assist patient with axillary crutch gait treatment.
12.27 Assist patient with Lofstrand crutch gait treatment.
12.37 Assist patient with staircase gait training.
12.28 Administer range of motion (ROM) treatment.
12.29 Instruct patient on progressive resistive exercise (PRE) treatment.
12.30 Assist patient with strengthening exercise treatment.
12.31 Assist patient with stretching exercise treatment.
12.32 Assist patient with sitting balance exercise treatment.
12.33 Assist patient with standing balance exercise treatment.
12.34 Assist patient in protective reflex training.
12.35 Assist patient with fine motor coordination exercise treatment.
12.36 Assist patient with gross motor strengthening exercise treatment.
12.38 Give patient neurodevelopmental training (NDT).
12.39 Perform muscle re-education.
12.40 Assist patient with assistive and resistive exercise using a pulley system.
12.41 Assist patient with treadmill exercise.
12.42 Assist patient with functional activities.
12.43 Assist patient with high-level balance/gross motor coordination activities.

1. HELPING PHYSICAL THERAPY DEPARTMENT PATIENTS

1.1 Present an overview of physical therapy in the United States.
1.2 Describe the types of patients requiring physical therapy.
1.3 Communicate with patients.
1.4 Analyze the Patient's Bill of Rights.
1.5 Communicate with the hearing impaired patient.
1.6 Communicate with the visually impaired patient.
1.7 Assist the mentally impaired patient.
1.8 Assist the physically impaired patient.
1.9 Assist medicated patients.

DUTY AREA
1. HELPING PHYSICAL THERAPY DEPARTMENT PATIENTS

COURSE
Physical Therapist Aide

TASK / COMPETENCY
1.1 Present an overview of physical therapy in the United States.

PERFORMANCE OBJECTIVE
P1.1 Given classroom references on physical therapy, present an overview of physical therapy by defining the term and outlining the history of physical therapy in the United States. The overview should include a discussion of important people in the development of the field of physical therapy, three major events contributing to the growth of physical therapy, and the formation of the American Physical Therapy Association.

PERFORMANCE MEASURE
M1.1 Written paragraph containing components listed above, rated acceptable based on program standard

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Define physical therapy.
2. Discuss important people in the development of the field of physical therapy.
3. Name the founder of physical therapy.
4. List three major events contributing to the growth of physical therapy in the United States.
5. Discuss the formation of the American Physical Therapy Association.

DUTY AREA
1. HELPING PHYSICAL THERAPY DEPARTMENT PATIENTS

COURSE
Physical Therapist Aide

TASK / COMPETENCY
1.2 Describe the types of patients requiring physical therapy.

PERFORMANCE OBJECTIVE
P1.2 Given classroom references on different types of patients commonly needing physical therapy, describe the types of patients requiring physical therapy and their shared characteristics.

PERFORMANCE MEASURE
M1.2 Written paragraph containing components listed above, rated acceptable based on program standard

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. List the six types of patients commonly treated in physical therapy.
2. Describe characteristics common to the six patient types.

DUTY AREA
1. HELPING PHYSICAL THERAPY DEPARTMENT PATIENTS

COURSE
Physical Therapist Aide

TASK / COMPETENCY
1.3 Communicate with patients.

PERFORMANCE OBJECTIVE
P1.3 Given a simulated situation in which a physical therapy aide demonstrates communication with a patient, communicate with patients. Aide must speak distinctly and demonstrate skills and techniques used in communicating with persons of all ages and with a variety of physical and mental impairments.

PERFORMANCE MEASURE
M1.3 Role-play activity, rated acceptable according to specifications in the instructor's guidelines

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Discuss the importance of speaking distinctly and demonstrate this skill.
2. Describe the difference between sympathy and empathy and how both relate to patient care.
3. Explain appropriate responses to patient requests.
4. Demonstrate techniques used in communicating with children.
5. Demonstrate techniques used in communicating with the visually impaired. (Task 1.6)
6. Demonstrate skills used in communicating with the hearing impaired. (Task 1.5)
7. Describe techniques used in communicating with the patient with dementia.
8. Determine when it is appropriate to report the patient's conversation to the supervisor or physical therapist.

DUTY AREA
1. HELPING PHYSICAL THERAPY DEPARTMENT PATIENTS

COURSE
Physical Therapist Aide

TASK / COMPETENCY
1.4 Analyze the Patient's Bill of Rights.

PERFORMANCE OBJECTIVE
P1.4 Given a worksheet containing case situations, analyze the Patient's Bill of Rights by determining which patient right has been violated in each situation.

PERFORMANCE MEASURE
M1.4 Instructor-prepared worksheet, rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. List examples of human rights.
2. Compare human rights to patients' rights.
3. State provisions of the Patient's Bill of Rights for Virginia institutions.
4. Describe incidents that involve the patient's rights.
5. Have students role-play incidents that involve the patient's rights.
6. Identify the locations where the Patient's Bill of Rights is posted in various health care institutions.

DUTY AREA
1. HELPING PHYSICAL THERAPY DEPARTMENT PATIENTS

COURSE
Physical Therapist Aide

TASK / COMPETENCY
1.5 Communicate with the hearing-impaired patient.

PERFORMANCE OBJECTIVE
P1.5 Given classroom references and a simulated situation in which a physical therapy aide communicates with a patient, communicate with a hearing-impaired patient. Communication must be appropriate for patient's degree of hearing loss and must demonstrate the most efficient method of communicating.

PERFORMANCE MEASURE
M1.5 Role-play activity, in accordance with instructor's guidelines

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Describe the anatomy of the ear.
2. Define hearing impairment and degrees of hearing loss.
3. Describe the five methods of communicating with hearing-impaired patients.
4. Demonstrate the various methods of communicating with hearing-impaired patients.
5. By reviewing a patient's record, identify the most efficient method of communicating.
6. Describe ways to provide understanding and encouragement throughout the communication process.

DUTY AREA
1. HELPING PHYSICAL THERAPY DEPARTMENT PATIENTS

COURSE
Physical Therapist Aide

TASK / COMPETENCY
1.6 Communicate with the visually impaired patient.

PERFORMANCE OBJECTIVE
P1.6 Given classroom references and a simulated situation in which a physical therapy aide communicates with a patient, communicate with a visually impaired patient. Communication techniques must be appropriate for patient's degree of visual loss and must include strategies for performing daily activities.

PERFORMANCE MEASURE
M1.6 Role-play activity, in accordance with instructor's guidelines

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Describe the anatomy of the eye.
2. Define visual impairment and degrees of visual loss.
3. Describe methods of commuicating with visually impaired patients.
4. Demonstrate communicating with a visually impaired patient by allowing students to communicate with a blindfolded student.
5. By reviewing a patient's record, identify the degree of assistance needed to transport patient to therapy department.
6. Demonstrate orienting visually impaired patient to layout of treatment room.
7. Assist patient with exercise/procedure, physically positioning and assisting as necessary.
8. Describe ways to provide understanding and encouragement throughout the communication process.

DUTY AREA
1. HELPING PHYSICAL THERAPY DEPARTMENT PATIENTS

COURSE
Physical Therapist Aide

TASK / COMPETENCY
1.7 Assist the mentally impaired patient.

PERFORMANCE OBJECTIVE
P1.7 Given classroom references on assisting mentally impaired patients, assist the mentally impaired patient. The demonstration should include successful communication techniques, use of body language to convey messages, and charting or reporting procedures.

PERFORMANCE MEASURE
M1.7 Instructor-prepared quiz, rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Describe mental impairments.
2. Assess patients' records to identify successful communication techniques used in the past.
3. Describe appropriate vocabulary for communicating with a mentally impaired patient.
4. Demonstrate proper posture when speaking to patient.
5. Demonstrate using body language to convey messages.
6. Demonstrate charting or reporting information as required by physical therapy department.

DUTY AREA
1. HELPING PHYSICAL THERAPY DEPARTMENT PATIENTS

COURSE
Physical Therapist Aide

TASK / COMPETENCY
1.8 Assist the physically impaired patient.

PERFORMANCE OBJECTIVE
P1.8 Given classroom references on assisting physically impaired patients, assist the physically impaired patient. The demonstration should include identifying patient's physical impairment, questioning patient about his/her abilities, positioning, dressing and undressing patient, and charting/reporting techniques.

PERFORMANCE MEASURE
M1.8 Instructor-prepared quiz, rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Describe physical impairments.
2. Explain reviewing patient's chart to identify extent of patient's physical impairment.
3. Discuss questioning patient about his/her ability to complete various tasks and exercises.
4. Describe positioning of physically impaired patient for treatment and exercise.
5. Demonstrate assisting patient with dressing and undressing.
6. Demonstrate charting or reporting information as required by physical therapy department.

DUTY AREA
1. HELPING PHYSICAL THERAPY DEPARTMENT PATIENTS

COURSE
Physical Therapist Aide

TASK / COMPETENCY
1.9 Assist medicated patients.

PERFORMANCE OBJECTIVE
P1.9 Given classroom references on assisting medicated patients, assist medicated patients. The description should include information about medications and their side effects, steps involved in assessing hysterical and disoriented patients, and charting techniques.

PERFORMANCE MEASURE
M1.9 Instructor-prepared quiz, rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Enumerate types of medication and possible side effects of each type.
2. Identify type of medication patient is taking and describe any side effects that might be associated with the medication.
3. Distinguish between hysterical and disoriented patient.
4. Describe the six steps involved in assessing an hysterical patient.
5. Describe the seven steps involved in assessing a disoriented patient.
6. Demonstrate charting information according to physical therapy department guidelines.

2. LIFTING AND TRANSFERRING PATIENTS

2.1 Demonstrate principles of lifting patients.
2.2 Demonstrate principles of basic transfers of patients.
2.3 Transfer patient with one-sided weakness.
2.4 Transfer patient by a two-person lift.
2.5 Transfer patient by a one-person pivot transfer.
2.6 Transfer patient by a pneumatic lift.
2.7 Transfer patient between stretcher and bed/treatment table.
2.8 Transfer patient by a hydraulic lift.
2.9 Transport patient by a wheelchair.
2.10 Transport patient by stretcher.

DUTY AREA
2. LIFTING AND TRANSFERRING PATIENTS

COURSE
Physical Therapist Aide

TASK / COMPETENCY
2.1 Demonstrate principles of lifting patients.

PERFORMANCE OBJECTIVE
P2.1 Given a simulated situation, bed, wheelchair, shower chair, Gerri-chair, or bedside commode, demonstrate principles of lifting patients. The demonstration must be made in accordance with instructor's guidelines, all safety procedures must be observed, and patient must be lifted in accordance with proper lifting techniques.

PERFORMANCE MEASURE
M2.1 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Define terms related to patient lifting.
2. List the five principles of patient lifting.
3. Demonstrate the importance of
   A. a wide base of support
   B. lowering the center of gravity
   C. bending the knees and hips, not the back
   D. not twisting
   E. holding the load close
   F. not lifting overhead.
4. Demonstrate methods of lifting a helpless patient.
5. Describe how the principles of lifting relate to the job of the physical therapist aide.
6. Explain all safety precautions.

DUTY AREA
2. LIFTING AND TRANSFERRING PATIENTS

COURSE
Physical Therapist Aide

TASK / COMPETENCY
2.2 Demonstrate principles of basic transfers of patients.

PERFORMANCE OBJECTIVE
P2.2 Given a simulated situation, bed, wheelchair, shower chair, Gerri-chair, or bedside commode, demonstrate principles of basic transfers of patients between two apparatus. The demonstration must be made in accordance with instructor's guidelines, all safety procedures must be observed, and patient must be lifted in accordance with proper lifting techniques.

PERFORMANCE MEASURE
M2.2 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Define terms related to patient transfers.
2. Identify the two determinants for transferring a patient.
3. Summarize the differences between passive and active transfers.
4. Demonstrate the eight hints for performing basic transfers of patients.
5. Describe how the principles of transferring relate to the job of the physical therapist aide.
6. Explain all safety precautions.

DUTY AREA
2. LIFTING AND TRANSFERRING PATIENTS

COURSE
Physical Therapist Aide

TASK / COMPETENCY
2.3 Transfer patient with one-sided weakness.

PERFORMANCE OBJECTIVE
P2.3 Given a simulated situation and a wheelchair, transfer patient with one-sided weakness from bed to wheelchair and return. The demonstration must be made in accordance with instructor's guidelines, all safety procedures must be observed, and patient must be lifted in accordance with proper lifting techniques.

PERFORMANCE MEASURE
M2.3 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Demonstrate use of a walking belt.
2. Explain how a walking belt protects both the patient and the physical therapist aide.
3. Discuss the active or passive nature of this type of transfer.
4. List the 15 steps for transferring a patient with a one-sided weakness.
5. Describe how the principles of transferring patients with a one-sided weakness relate to the job of the physical therapist aide.
6. Explain all safety precautions.
7. Demonstrate transferring a patient with a one-sided weakness from bed to wheelchair and return.

DUTY AREA
2. LIFTING AND TRANSFERRING PATIENTS

COURSE
Physical Therapist Aide

TASK / COMPETENCY
2.4 Transfer patient by a two-person lift.

PERFORMANCE OBJECTIVE
P2.4 Given a simulated situation and a wheelchair, transfer patient by a two-person lift from bed to wheelchair and return. The demonstration must be made in accordance with instructor's guidelines, all safety procedures must be observed, and patient must be lifted in accordance with proper lifting techniques.

PERFORMANCE MEASURE
M2.4 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Define terms related to patient transfer.
2. State how a two-person lift protects both the patient and the physical therapist aide.
3. Discuss the active or passive nature of this type of transfer.
4. List the 11 steps for transferring patient by a two-person lift.
5. Describe how the principles of transferring a patients by a two-person lift relate to the job of the physical therapist aide.
6. Explain all safety precautions.
7. Demonstrate transferring a patient by a two-person lift from bed to wheelchair and return, with the aid of a partner.

DUTY AREA
2. LIFTING AND TRANSFERRING PATIENTS

COURSE
Physical Therapist Aide

TASK / COMPETENCY
2.5 Transfer patient by a one-person pivot transfer.

PERFORMANCE OBJECTIVE
P2.5 Given a simulated situation and a wheelchair, transfer patient by a one-person pivot transfer from bed to wheelchair and return. The demonstration must be made in accordance with instructor's guidelines, all safety procedures must be observed, and patient must be lifted in accordance with proper lifting techniques.

PERFORMANCE MEASURE
M2.5 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Define terms related to patient transfer.
2. State how a one-person pivot transfer protects both the patient and the physical therapist aide.
3. Discuss the active or passive nature of this type of transfer.
4. List the 14 steps for transferring a patient by a one-person pivot transfer.
5. Describe how the principles of transferring patients by a one-person pivot transfer relate to the job of the physical therapist aide.
6. Explain all safety precautions.
7. Demonstrate transferring a patient by a one-person pivot transfer from bed to wheelchair and return.

DUTY AREA
2. LIFTING AND TRANSFERRING PATIENTS

COURSE
Physical Therapist Aide

TASK / COMPETENCY
2.6 Transfer patient by a pneumatic lift.

PERFORMANCE OBJECTIVE
P2.6 Given a simulated situation and a wheelchair, transfer patient by a pneumatic lift from bed to wheelchair and return. The demonstration must be made in accordance with instructor's guidelines, all safety procedures must be observed, and patient must be lifted in accordance with proper lifting techniques.

PERFORMANCE MEASURE
M2.6 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Define terms related to this form of patient transfer.
2. State how a pneumatic lift protects both the patient and the physical therapist aide.
3. Discuss the active or passive nature of this type of transfer.
4. Demonstrate checking the pneumatic lift for proper operation.
5. List the 12 steps for transferring a patient by a pneumatic lift.
6. Describe the two steps for lifting the patient.
7. Outline the four steps for positioning the patient over the wheelchair.
8. Summarize the six steps for lowering the patient into the wheelchair.
9. Explain all safety precautions.
10. Demonstrate transferring a patient by a pneumatic lift from bed to wheelchair and return, with the aid of a partner.

DUTY AREA
2. LIFTING AND TRANSFERRING PATIENTS

COURSE
Physical Therapist Aide

TASK / COMPETENCY
2.7 Transfer patient between stretcher and bed/treatment table.

PERFORMANCE OBJECTIVE
P2.7 Given a simulated situation, a stretcher, and a bed or treatment table, transfer patient between stretcher and bed/treatment table and return. The demonstration must be made in accordance with instructor's guidelines, all safety procedures must be observed, and patient must be lifted in accordance with proper lifting techniques.

PERFORMANCE MEASURE
M2.7 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Define terms related to this form of patient transfer.
2. State how a proper transfer protects both the patient and the physical therapist aide.
3. Discuss the active or passive nature of this type of transfer.
4. Summarize the preparations for lifting and transferring a patient by this method.
5. Explain all safety precautions.
6. Demonstrate transferring a patient between stretcher and bed/treatment table, with the aid of a partner.

DUTY AREA
2. LIFTING AND TRANSFERRING PATIENTS

COURSE
Physical Therapist Aide

TASK / COMPETENCY
2.8 Transfer patient by a hydraulic lift.

PERFORMANCE OBJECTIVE
P2.8 Given a simulated situation and a wheelchair, transfer patient by a hydraulic lift from bed to wheelchair and return. The demonstration must be made in accordance with instructor's guidelines, all safety procedures must be observed, and patient must be lifted in accordance with proper lifting techniques.

PERFORMANCE MEASURE
M2.8 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Define terms related to this form of patient transfer.
2. State how a hydraulic lift protects both the patient and the physical therapist aide.
3. Discuss the active or passive nature of this type of transfer.
4. Demonstrate checking the hydraulic lift for proper operation .
5. List the 17 steps for transferring a patient by a hydraulic lift.
6. Explain all safety precautions.
7. Demonstrate transferring a patient by a hydraulic lift from bed to wheelchair and return, with the aid of a partner.

DUTY AREA
2. LIFTING AND TRANSFERRING PATIENTS

COURSE
Physical Therapist Aide

TASK / COMPETENCY
2.9 Transport patient by a wheelchair.

PERFORMANCE OBJECTIVE
P2.9 Given a simulated situation and a wheelchair, transport patient by wheelchair from one room to another and return to original location. The demonstration must be made in accordance with instructor's guidelines, all safety procedures must be observed, and patient must be lifted in accordance with proper lifting techniques.

PERFORMANCE MEASURE
M2.9 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review proper lifting and transferring techniques (Tasks 2.1 through 2.8).
2. Discuss how transport by a wheelchair protects both the patient and the physical therapist aide.
3. Explain how to determine whether this transport requires either a passive or an active transfer depending on the patient's ability to assist the transfer.
4. Review a one-person pivot transfer for a patient with independent mobility (Task 2.5).
5. Review a two-person lift for a patient with dependent mobility (Task 2.4).
6. Explain all safety precautions.
7. Demonstrate transporting a patient with independent mobility by wheelchair from one room to another and return.

DUTY AREA
2. LIFTING AND TRANSFERRING PATIENTS

COURSE
Physical Therapist Aide

TASK / COMPETENCY
2.10 Transport patient by stretcher.

PERFORMANCE OBJECTIVE
P2.10 Given a simulated situation and a stretcher, transport patient by stretcher from one room to another and return to original location. The demonstration must be made in accordance with instructor's guidelines, all safety procedures must be observed, and patient must be lifted in accordance with proper lifting techniques.

PERFORMANCE MEASURE
M2.10 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review proper lifting and transferring techniques (Tasks 2.1 through 2.8).
2. State how transport by a stretcher protects both the patient and the physical therapist aide.
3. Describe procedure for transferring a patient from bed/table to stretcher (Task 2.7).
4. List the six steps for transporting a patient by stretcher.
5. Explain all safety precautions.
6. Demonstrate transporting a patient by stretcher from one room to another and return, with the aid of a partner.

3. PROVIDING PATIENT CARE SERVICES

3.1 Assist patient in using bathroom.
3.2 Assist patient in using bedside commode.
3.3 Assist patient in using urinal.
3.4 Assist patient in using bed pan.
3.5 Assist patient in dressing and undressing.

DUTY AREA
3. PROVIDING PATIENT CARE SERVICES

COURSE
Physical Therapist Aide

TASK / COMPETENCY
3.1 Assist patient in using bathroom.

PERFORMANCE OBJECTIVE
P3.1 Given disposable gloves and other equipment and supplies, assist patient in using the bathroom. The demonstration must be made in accordance with instructor's guidelines, all safety and privacy procedures must be observed, and patient must be transferred and assisted in self-cleaning in accordance with proper techniques.

PERFORMANCE MEASURE
M3.1 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review the anatomy of the urinary system.
2. Explain how to determine a patient's abilities and needs with regard to toileting.
3. Identify safety considerations.
4. Demonstrate the transfer of patient to commode.
5. Describe the arrangement of a patient's clothing so patient can sit on the commode.
6. Demonstrate assisting patient on the commode with self-cleaning.
7. Discuss any observations that should be reported.
8. List charting and reporting procedures.
9. Demonstrate transferring patient from commode to bed or chair.

DUTY AREA
3. PROVIDING PATIENT CARE SERVICES

COURSE
Physical Therapist Aide

TASK / COMPETENCY
3.2 Assist patient in using bedside commode.

PERFORMANCE OBJECTIVE
P3.2 Given disposable gloves, soap, water, toilet items, and other equipment and supplies, assist patient in using bedside commode. The demonstration must be made in accordance with instructor's guidelines, all safety and privacy procedures must be observed, and patient must be transferred, positioned, and assisted in self-cleaning in accordance with proper techniques.

PERFORMANCE MEASURE
M3.2 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Explain safety precautions involved with handling bodily fluids.
2. Discuss the use of the bedside commode.
3. Demonstrate positioning of bedside commode.
4. Demonstrate transferring a helpless patient.
5. Demonstrate transferring a patient who can stand.
6. Demonstrate the use of a transfer belt.
7. Discuss how the transfer belt protects both the patient and physical therapist aide.
8. Demonstrate proper positioning of patient on the commode.
9. Discuss the importance of providing privacy for the patient.
10. Identify characteristics of normal and abnormal urine and feces.
11. State charting procedures.
12. Discuss importance of properly cleaning patient.

DUTY AREA
3. PROVIDING PATIENT CARE SERVICES

COURSE
Physical Therapist Aide

TASK / COMPETENCY
3.3 Assist patient in using urinal.

PERFORMANCE OBJECTIVE
P3.3 Given a mannequin, urinal, patient's chart, protective gloves, and other equipment, assist patient in using urinal. The demonstration must be made in accordance with instructor's guidelines, all safety and privacy procedures must be observed, and patient must be transferred and assisted in self-cleaning in accordance with proper techniques.

PERFORMANCE MEASURE
M3.3 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Explain procedures for using a urinal.
2. Demonstrate positioning of patient.
3. Review safety considerations.
4. Explain the importance of providing privacy for the patient.
5. Review characteristics of normal and abnormal urine and feces.
6. Describe charting procedures.
7. Discuss cleanup of patient.
8. Demonstrate assisting helpless patient to use the urinal.

DUTY AREA
3. PROVIDING PATIENT CARE SERVICES

COURSE
Physical Therapist Aide

TASK / COMPETENCY
3.4 Assist patient in using bed pan.

PERFORMANCE OBJECTIVE
P3.4 Given a mannequin, bed pan, disposable gloves, and other supplies, assist patient in using a bed pan. The demonstration must be made in accordance with instructor's guidelines, all safety and privacy procedures must be observed, and patient must be transferred and assisted in self-cleaning in accordance with proper techniques.

PERFORMANCE MEASURE
M3.4 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Explain procedures for using a bed pan.
2. Describe method of providing privacy for the patient.
3. Review safety considerations.
4. Demonstrate proper positioning of patient.
5. Demonstrate proper positioning and removal of bed pan.
6. Discuss ways to ensure comfort, such as padding the bed pan if the patient is thin.
7. List characteristics of normal and abnormal urine and feces.
8. Describe charting procedures.
9. Discuss cleaning of patient and supplies used.
10. Demonstrate assisting a patient to use a bed pan.

DUTY AREA
3. PROVIDING PATIENT CARE SERVICES

COURSE
Physical Therapist Aide

TASK / COMPETENCY
3.5 Assist patient in dressing and undressing.

PERFORMANCE OBJECTIVE
P3.5 Given a mannequin, clothes, and other supplies, assist patient in dressing and undressing. The demonstration must be made in accordance with instructor's guidelines, all safety, privacy, and patient-comfort procedures must be observed, and patient must be handled in accordance with proper techniques.

PERFORMANCE MEASURE
M3.5 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Explain aspects of courtesy when dressing and undressing patients.
2. List ways to assess a patient's ability to dress and undress himself/herself.
3. Identify methods of assisting patients.
4. Discuss the importance of patient privacy while dressing and undressing.
5. Describe methods to facilitate removal/donning of apparel.
6. Discuss the importance of noting any irregularities observed during dressing and undressing.
7. Demonstrate dressing and undressing a patient.
8. Demonstrate dressing and undressing a helpless patient.

4. IDENTIFYING AND STORING PHYSICAL THERAPY EQUIPMENT

4.1 Identify three types of superficial heating equipment.
4.2 Identify three types of deep heating equipment.
4.3 Identify three types of cooling equipment.
4.4 Identify exercise equipment.
4.5 Identify assistive ambulatory devices and miscellaneous equipment.

DUTY AREA
4. IDENTIFYING AND STORING PHYSICAL THERAPY EQUIPMENT

COURSE
Physical Therapist Aide

TASK / COMPETENCY
4.1 Identify three types of superficial heating equipment.

PERFORMANCE OBJECTIVE
P4.1 Given a variety of physical therapy equipment, identify three types of superficial heating equipment. Student must be able to identify, describe use of, and store the equipment in accordance with the instructor's guidelines.

PERFORMANCE MEASURE
M4.1 Instructor-prepared practical examination, 100% accuracy

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1 Distinguish between superficial and deep heating equipment.
2. Identify three types of superficial heating equipment:
   A. moist heat packs
   B. infrared lamp equipment
   C. melted paraffin equipment.
3. Describe how each type of equipment is used.
4. Describe how each type of equipment is stored.

DUTY AREA
4. IDENTIFYING AND STORING PHYSICAL THERAPY EQUIPMENT

COURSE
Physical Therapist Aide

TASK / COMPETENCY
4.2 Identify three types of deep heating equipment.

PERFORMANCE OBJECTIVE
P4.2 Given a variety of physical therapy equipment, identify types of deep heating equipment. Student must be able to identify, describe use of, and store the equipment in accordance with the instructor's guidelines.

PERFORMANCE MEASURE
M4.2 Instructor-prepared practical examination, 100% accuracy

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Distinguish between superficial and deep heating equipment.
2. Identify three types of deep heating equipment:
   A. ultrasound equipment
   B. short-wave diathermy equipment
   C. microwave diathermy equipment.
3. Describe how each type of equipment is used.
4. Describe how equipment is stored.

DUTY AREA
4. IDENTIFYING AND STORING PHYSICAL THERAPY EQUIPMENT

COURSE
Physical Therapist Aide

TASK / COMPETENCY
4.3 Identify three types of cooling equipment.

PERFORMANCE OBJECTIVE
P4.3 Given a variety of physical therapy equipment, identify three types of cooling equipment. Student must be able to identify, describe use of, and store the equipment in accordance with the instructor's guidelines.

PERFORMANCE MEASURE
M4.3 Instructor-prepared practical examination, 100% accuracy

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Identify three types of cooling equipment:
   A. commercial cold pack equipment
   B. ice pack equipment
   C. ice massage equipment.
2. Describe how each type of equipment is used.
3. Describe how each type of equipment is stored.

DUTY AREA
4. IDENTIFYING AND STORING PHYSICAL THERAPY EQUIPMENT

COURSE
Physical Therapist Aide

TASK / COMPETENCY
4.4 Identify exercise equipment.

PERFORMANCE OBJECTIVE
P4.4 Given a variety of physical therapy equipment, identify types of exercise equipment, including tilt table, parallel bars, mats (plain and platform), weights (barbell and sandbag), N-K table, orthotron unit, Cybex unit, tread mill, staircase, wall pulley weights, stationary bicycle, finger ladder, cuff weights, dumbbells and dumbbell rack, and stair-climbing walker. Student must be able to identify, describe use of, and store the equipment in accordance with the instructor's guidelines.

PERFORMANCE MEASURE
M4.4 Instructor-prepared practical examination, 100% accuracy

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Match exercise equipment used in the physical therapy department to the correct description.
2. Identify each type of exercise equipment from an assemblage of exercise equipment.
3. Describe how each type of exercise equipment is used.
4. Describe how each type of exercise equipment is stored.
5. Explain all safety precautions associated with each type of exercise equipment.

DUTY AREA
4. IDENTIFYING AND STORING PHYSICAL THERAPY EQUIPMENT

COURSE
Physical Therapist Aide

TASK / COMPETENCY
4.5 Identify assistive ambulatory devices and miscellaneous equipment.

PERFORMANCE OBJECTIVE
P4.5 Given a variety of physical therapy equipment, identify assistive ambulatory devices and miscellaneous equipment, including various types of crutches and accessories, canes, walkers, traction equipment, and quartz lamps. Student must be able to identify, describe use of, and store the equipment in accordance with the instructor's guidelines.

PERFORMANCE MEASURE
M4.5 Instructor-prepared practical examination, 100% accuracy

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Match assistive ambulatory devices and miscellaneous equipment used in the physical therapy department to the correct description.
2. Identify the following types of assistive ambulatory devices and miscellaneous equipment:
   A. crutches: adjustable aluminum axillary crutch, adjustable wooden axillary crutch, triceps crutch, Lofstrand crutch, Ortho underarm crutch, Kenny crutch, Canadian crutch, aluminum trough forearm crutch, platform crutch, axillary pads, hand grip pads, rubber tips
   B. canes: standard aluminum cane, standard wooden cane, quad cane, "T" cane, Ortho cane, spade handle cane, tripod cane, Walkane, cane-seat, cane glider
   C. walkers: pick-up walker, wheeled walker
   D. traction equipment: cervical, lumbar/pelvic
   E. quartz lamps: hot quartz lamp, cold quartz lamp.
3. Describe how each type of equipment is used.
4. Describe how each type of equipment is stored.
5. Explain all safety precautions associated with each type of equipment.

5. PERFORMING SUPPORT SERVICES

5.1 Clean instruments and equipment.
5.2 Clean work area.
5.3 Clean whirlpool bath.
5.4 Clean paraffin bath.
5.5 Clean electrically powered equipment.
5.6 Clean non-electrically powered equipment.
5.7 Clean hydrocollator units.
5.8 Wash hands aseptically.
5.9 Adjust bed and side rails.
5.10 Prepare physical therapy area for treatment.
5.11 Report unsafe conditions.
5.12 Follow departmental safety, emergency, and disaster procedures.
5.13 Dispose of contaminated materials.

DUTY AREA
5. PERFORMING SUPPORT SERVICES

COURSE
Physical Therapist Aide

TASK / COMPETENCY
5.1 Clean instruments and equipment.

PERFORMANCE OBJECTIVE
P5.1 Given a simulated situation, clean instruments and equipment. All items must be free of foreign matter and contamination, and all safety precautions must be observed.

PERFORMANCE MEASURE
M5.1 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Identify instruments and equipment to be cleaned.
2. Demonstrate appropriate use of safety attire.
3. Prepare correct concentrations of washing, rinsing, and disinfecting solutions.
4. Explain all safety precautions associated with cleaning electrical equipment.
5. Describe all safety precautions related to cleaning sharp instruments.
6. Clean instruments and equipment following manufacturer's instructions.
7. Demonstrate return of all items to proper storage location following cleaning.

DUTY AREA
5. PERFORMING SUPPORT SERVICES

COURSE
Physical Therapist Aide

TASK / COMPETENCY
5.2 Clean work area.

PERFORMANCE OBJECTIVE
P5.2 Given a simulated situation, clean work area. Floor and treatment tables must be free of clutter, dirt, spills, and unnecessary equipment. All equipment must be dusted, and linens must be removed and discarded.

PERFORMANCE MEASURE
M5.2 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Identify work area to be cleaned.
2. Demonstrate appropriate use of safety attire.
3. Instruct in disposal of discarded materials.
4. Demonstrate sweeping up any dry material from the floor or treatment tables.
5. Demonstrate mopping up any liquid spills from the floor or treatment tables.
6. Show how to dust equipment in the work area.
7. Summarize removal of linens from treatment tables and/or exercise equipment and placement in laundry receptacle.
8. Demonstrate disinfection and preparation of treatment tables.
9. Review cleaning of instruments and equipment (Task 5.1).
10. Emphasize the removal of electrical cords from traffic pathways.

DUTY AREA
5. PERFORMING SUPPORT SERVICES

COURSE
Physical Therapist Aide

TASK / COMPETENCY
5.3 Clean whirlpool bath.

PERFORMANCE OBJECTIVE
P5.3 Given a simulated situation, clean whirlpool bath. Whirlpool bath must be drained and scrubbed using a germicidal cleaner according to manufacturer's instructions.

PERFORMANCE MEASURE
M5.3 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Identify whirlpool bath to be cleaned.
2. Demonstrate appropriate use of safety attire.
3. Outline procedures for cleaning the whirlpool bath, including double scrubbing, when treating an open wound patient, and secondary sterilization prior to treating a burn patient.
4. Reinforce the importance of wiping inside of whirlpool bath with alcohol at end of cleaning procedure.

DUTY AREA
5. PERFORMING SUPPORT SERVICES

COURSE
Physical Therapist Aide

TASK / COMPETENCY
5.4 Clean paraffin bath.

PERFORMANCE OBJECTIVE
P5.4 Given a simulated situation, clean paraffin bath. Burnt or scorched paraffin, dust, and foreign matter must be completely removed from the unit according to manufacturer's instructions.

PERFORMANCE MEASURE

M5.4 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Identify paraffin bath to be cleaned.
2. Demonstrate appropriate use of safety attire.
3. Outline procedures for cleaning the paraffin bath to remove
   A. foreign matter such as dirt, dust, and dead skin from the paraffin
   B. accumulated water
   C. burnt or scorched paraffin.
4. Demonstrate the replacement of any removed paraffin and reheating until all of the paraffin is melted.
5. Emphasize the necessity of covering the paraffin bath with the lid after all paraffin has melted and returning the unit to its proper storage location.

DUTY AREA
5. PERFORMING SUPPORT SERVICES

COURSE
Physical Therapist Aide

TASK / COMPETENCY
5.5 Clean electrically powered equipment.

PERFORMANCE OBJECTIVE
P5.5 Given a simulated situation, clean electrically powered equipment. Dust, dirt, and foreign matter must be completely removed from the equipment according to manufacturer's instructions.

PERFORMANCE MEASURE
M5.5 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Identify electrically powered equipment to be cleaned.
2. Demonstrate appropriate use of safety attire.
3. Reinforce the importance of unplugging electrically powered equipment prior to cleaning.
4. Outline procedures for cleaning electrically powered equipment.
5. Emphasize disinfecting areas of equipment that come in contact with patients.

DUTY AREA
5. PERFORMING SUPPORT SERVICES

COURSE
Physical Therapist Aide

TASK / COMPETENCY
5.6 Clean non-electrically powered equipment.

PERFORMANCE OBJECTIVE
P5.6 Given a simulated situation, clean non-electrically powered equipment. Dust, dirt, and foreign matter must be completely removed from the equipment according to manufacturer's instructions.

PERFORMANCE MEASURE
M5.6 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Identify non-electrically powered equipment to be cleaned.
2. Demonstrate appropriate use of safety attire.
3. Outline procedures for cleaning non-electrically powered equipment.
4. Emphasize disinfecting areas of equipment that come in contact with patients.

DUTY AREA
5. PERFORMING SUPPORT SERVICES

COURSE
Physical Therapist Aide

TASK / COMPETENCY
5.7 Clean hydrocollator unit.

PERFORMANCE OBJECTIVE
P5.7 Given a simulated situation, clean hydrocollator unit. Water and mineral deposits must be removed from hydrocollator hot units, and frost and ice must be removed from hydrocollator cold units according to manufacturer's instructions.

PERFORMANCE MEASURE
M5.7 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Identify hydrocollator unit to be cleaned.
2. Demonstrate appropriate use of safety attire.
3. Emphasize the importance of unplugging electrically powered equipment prior to cleaning.
4. Outline procedures for cleaning hydrocollator unit.
5. Emphasize the importance of not allowing hot packs to dry out.
6. Reinforce the necessity of allowing ice to melt from the cold unit.
7. Emphasize the importance of allowing the hydrocollator packs to return to proper operating temperature by leaving unit plugged in overnight following cleaning.

DUTY AREA
5. PERFORMING SUPPORT SERVICES

COURSE
Physical Therapist Aide

TASK / COMPETENCY
5.8 Wash hands aseptically.

PERFORMANCE OBJECTIVE
P5.8 Given a simulated situation, wash hands aseptically. Hands, wrists, forearms, and fingernails must be free of pathogenic microorganisms.

PERFORMANCE MEASURE
M5.8 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Emphasize importance of maintaining aseptically clean hands.
2. Outline procedure for washing hands aseptically.
3. Reinforce the importance of drying hands well and applying lotion or powder to hands.

DUTY AREA
5. PERFORMING SUPPORT SERVICES

COURSE
Physical Therapist Aide

TASK / COMPETENCY
5.9 Adjust bed and side rails.

PERFORMANCE OBJECTIVE
P5.9 Given a simulated situation and a particular treatment to be performed, adjust bed and side rails. The demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M5.9 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Identify types of bed adjustment controls—manual or electric.
2. Outline procedure for adjusting bed and side rails according to procedure being performed:
   A. lowest bed setting for performing a transfer
   B. physical therapist aide's convenient working height for performing bedside treatment.
3. Reinforce the necessity of *never* leaving bed rails down when leaving patient's bedside.
4. Emphasize ensuring patient's comfort when adjusting bed.
5. Demonstrate placement of call button within patient's easy reach.

DUTY AREA
5. PERFORMING SUPPORT SERVICES

COURSE
Physical Therapist Aide

TASK / COMPETENCY
5.10 Prepare physical therapy area for treatment.

PERFORMANCE OBJECTIVE
P5.10 Given a simulated situation and a particular treatment to be performed, prepare physical therapy area for treatment. The demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M5.10 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Identify type of treatment to be performed.
2. Outline procedure for preparing physical therapy area for treatment.
3. Review cleaning of work area (Task 5.2).
4. Demonstrate assembling needed equipment and supplies and positioning them at the appropriate location in the treatment area for the treatment being performed.
5. Demonstrate placement of call button within patient's easy reach.

DUTY AREA
5. PERFORMING SUPPORT SERVICES

COURSE
Physical Therapist Aide

TASK / COMPETENCY
5.11 Report unsafe conditions.

PERFORMANCE OBJECTIVE
P5.11 Given a simulated situation, report unsafe conditions. The demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M5.11 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Demonstrate checking physical therapy department for unsafe conditions.
2. Emphasize importance of removing patients from unsafe area.
3. Outline procedure for notifying appropriate staff personnel, depending on nature of unsafe condition:
   A. housekeeping—spills, disposal of materials, etc.
   B. engineering—electric, water, lighting, heat, etc.
   C. nursing staff—patient transfer, patient support devices, etc.
4. Explain how to prevent accidents between time of reporting unsafe condition and corrective action (post warning signs, block off area, etc.).
5. Reinforce reporting unsafe conditions and corrective action to supervisor.

DUTY AREA
5. PERFORMING SUPPORT SERVICES

COURSE
Physical Therapist Aide

TASK / COMPETENCY
5.12 Follow departmental safety, emergency, and disaster procedures.

PERFORMANCE OBJECTIVE
P5.12 Given a simulated situation, follow departmental safety, emergency, and disaster procedures. The demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M5.12 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Demonstrate emergency alarm sounds and distinguish between the alarm sounds for fire, tornado, bomb threat, and medical emergency.
2. Review evacuation procedures.
3. Demonstrate directing patients and staff to designated safety areas.
4. Outline procedure for identifying and evacuating immobile patients.
5. State the importance of following additional instructions from chief therapist.

DUTY AREA
5. PERFORMING SUPPORT SERVICES

COURSE
Physical Therapist Aide

TASK / COMPETENCY
5.13 Dispose of contaminated materials.

PERFORMANCE OBJECTIVE
P5.13 Given a simulated situation, dispose of contaminated materials. The demonstration must be made in accordance with instructor's guidelines, and all safety procedures must be observed.

PERFORMANCE MEASURE
M5.13 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Demonstrate use of safety attire.
2. Outline procedures for collection and separation of contaminated materials according to group:
   A. soiled and clean linens
   B. glasses, dishes, and metal utensils
   C. opened solutions, packets of dressing, and disposable instruments
   D. papers, disposable paper, plastic goods, etc.
   E. needles and syringes.
3. Emphasize labeling and transport of contaminated materials to disposal site.
4. Reinforce procedures for removing and disposing of safety attire.
5. Review washing hands aseptically before returning to treatment areas (Task 5.8).

6. DEPARTMENTAL INFECTION CONTROL

6.1 Use aseptic techniques in working with equipment contaminated with pathogenic microbes.
6.2 Clean and disinfect environmental work surfaces.
6.3 Maintain a clean, orderly equipment-washing/-disinfection/-sterilization packaging area.

DUTY AREA
6. DEPARTMENTAL INFECTION CONTROL

COURSE
Physical Therapy Aide

TASK / COMPETENCY
6.1 Use aseptic techniques in working with equipment contaminated with pathogenic microbes.

PERFORMANCE OBJECTIVE
P6.1 Given information about infection control, a simulated situation, and necessary equipment, use aseptic techniques in working with equipment contaminated with pathogenic microbes. Student must define applicable terminology, identify microorganisms and illnesses they cause, and demonstrate aseptic techniques.

PERFORMANCE MEASURE
M6.1 Instructor-prepared checklist, all items rated acceptable

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Define *aseptic, infection, microorganism, pathogenic, nonpathogenic.*
2. Identify microorganisms that produce disease in humans and explain ways microorganisms are spread.
3. Identify the signs of an infection.
4. Identify illnesses related to an infection.
5. Discuss two types of harmful bacteria—staphylococcus and streptococcus—prevalent in health care facilities.
6. Identify the principles of infection control.
7. Discuss aseptic techniques.
8. Identify methods of cleaning equipment and supplies.
9. Demonstrate donning and removing a gown, mask, and gloves.
10. Demonstrate aseptic techniques in working with equipment contaminated with pathogenic microbes.

DUTY AREA
6. DEPARTMENTAL INFECTION CONTROL

COURSE
Physical Therapy Aide

TASK / COMPETENCY
6.2 Clean and disinfect environmental work surfaces.

PERFORMANCE OBJECTIVE
P6.2 Given disposable gloves, cleaning supplies, and other equipment, clean and disinfect environmental work surfaces. Student must describe sterilization methods, aseptic techniques, and infection control principles, and they must demonstrate cleaning and disinfecting of work surfaces.

PERFORMANCE MEASURE
M6.2 Instructor-prepared checklist, all items rated acceptable

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Emphasize the importance of maintaining clean work surfaces.
2. Define *sterile* and *disinfect.*
3. Describe methods of sterilization.
4. Review aseptic technique. (Task 5.14)
5. Review principles of infection control.
6. Demonstrate cleaning and disinfecting work surfaces.

DUTY AREA
6. DEPARTMENTAL INFECTION CONTROL

COURSE
Physical Therapy Aide

TASK / COMPETENCY
6.3 Maintain a clean, orderly equipment-washing/-disinfection/-sterilization packaging area.

PERFORMANCE OBJECTIVE

P6.3 Given information about infection control, a simulated situation, and all necessary equipment, maintain a clean, orderly equipment-washing/-disinfection/-sterilization packaging area. Student must identify necessary stock rotation, file inventory sheets, outline sterilization procedures, and demonstrate washing and disinfecting techniques.

PERFORMANCE MEASURE
M6.3 Instructor-prepared checklist, all items rated acceptable

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Identify storage areas.
2. Demonstrate inspection of packaging for expiration dates and other important information about storage.
3. Discuss the importance of dating perishable items and rotating the stock.
4. Demonstrate the proper way to update and file stock room inventory sheets according to physical therapy department guidelines.
5. Review sterilization methods.
6. Identify supplies and instruments used in a sterile procedure.
7. List instances when sterile techniques are used.
8. Describe disinfecting techniques.
9. Demonstrate disinfecting techniques.
10. Demonstrate washing equipment.

7. PERFORMING ADMINISTRATIVE / CLERICAL FUNCTIONS

7.1 Complete a charge slip.
7.2 Update medical records.
7.3 Maintain daily treatment log.
7.4 Schedule appointments for patients.
7.5 Assist with supervision of physical therapy assistants and aides.
7.6 Carry out assignment from supervisor.
7.7 Assign work to coworkers.
7.8 Schedule therapy treatments.
7.9 Plan individual work loads.
7.10 Conduct physical therapy equipment inventory.
7.11 Conduct physical therapy department supply inventory.
7.12 Arrange for equipment repair.
7.13 Provide patient information to physician.
7.14 Participate in hospital/clinic quality control meetings.
7.15 Complete quality control data sheet.
7.16 Compile information for quality assurance studies.
7.17 Review physician's orders.
7.18 Update attendance cardex.
7.19 Register physical therapy patient.
7.20 Assist patient with Medicare insurance forms.
7.21 Set up and revise sign-in sheets.
7.22 Attend Individualized Education Program (IEP) meetings.
7.23 Proofread, copy, and distribute evaluations.
7.24 Maintain monthly/yearly treatment log.
7.25 Screen patient for physical therapy evaluation examination.
7.26 Complete travel reimbursement form.
7.27 File patient's records.
7.28 Maintain record of physical therapy equipment on loan.

DUTY AREA
7. PERFORMING ADMINISTRATIVE/ CLERICAL FUNCTIONS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
7.1 Complete a charge slip.

PERFORMANCE OBJECTIVE
P7.1 Given a blank charge slip, embossing machine, patient's charge card, and patient's treatment card, complete a charge slip. Student must sign or initial charge slip as required by institution guidelines, and must write legibly.

PERFORMANCE MEASURE
M7.1 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Demonstrate how to mark charge slip with patient information by hand/embossing machine.
2. Explain importance of verifying patient information on charge slip.
3. Emphasize importance of writing legibly.

DUTY AREA
7. PERFORMING ADMINISTRATIVE/ CLERICAL FUNCTIONS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
7.2 Update medical records.

PERFORMANCE OBJECTIVE
P7.2 Given a patient's chart and medical records, update medical records. The records must contain the most recent patient identification information, medical history, evaluation results, therapy treatment plan, and physician's diagnosis/prescription information, and must be marked legibly.

PERFORMANCE MEASURE
M7.2 Instructor-prepared quiz, rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Explain how to locate a patient's chart and medical records.
2. Demonstrate how to identify recently updated patient information to be recorded:
   A. Patient identification information
   B. Medical history
   C. Evaluation results
   D. Therapy treatment plan
   E. Physician's diagnosis/prescription information.
3. Emphasize importance of writing legibly.

DUTY AREA
7. PERFORMING ADMINISTRATIVE/ CLERICAL FUNCTIONS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
7.3 Maintain daily treatment log.

PERFORMANCE OBJECTIVE
P7.3 Given a patient's chart and the department therapy log, maintain daily treatment log. Physical therapy procedures must be recorded on a daily basis in the department treatment log, including all required information and recorder's comments, and must be marked legibly.

PERFORMANCE MEASURE
M7.3 Instructor-prepared quiz, rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Explain how to locate department therapy log.
2. Explain how to identify evaluation/therapy procedure performed.
3. Demonstrate how to enter daily therapy procedures in department therapy log:
   A. patient's name
   B. date and treatment time
   C. evaluation/therapy performed
   D. performing personnel's name
   E. patient classification.
4. Explain how to file the treatment log.
5. Emphasize importance of writing legibly.

DUTY AREA
7. PERFORMING ADMINISTRATIVE/ CLERICAL FUNCTIONS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
7.4 Schedule appointments for patients.

PERFORMANCE OBJECTIVE
P7.4 Given paper, a schedule book, a patient's records, and appointment cards, schedule physical therapy appointments for the patient. Appointment scheduling information must meet patient's and department's needs, must include patient's name, type of therapy treatment, date and time of appointment, and must be marked legibly.

PERFORMANCE MEASURE
M7.4 Demonstration, in accordance with instructor-provided guidelines

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Explain how to identify date and time that meets the patient's and department's needs.
2. Outline how to review details of appointment with patient:
   A. patient's full name
   B. type of treatment to be received
   C. date of next treatment
   D. time of next treatment.
3. Point out the need to provide patient with written confirmation of appointment information.
4. Demonstrate how to document and report appointments.

DUTY AREA
7. PERFORMING ADMINISTRATIVE/ CLERICAL FUNCTIONS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
7.5 Assist with supervision of physical therapy assistants and aides.

PERFORMANCE OBJECTIVE
P7.5 Given supervisor, modality equipment, daily summary sheet, and procedure manual/department policies, assist with supervision of physical therapy assistants and aides. Physical therapy assistants and aides must be assigned work, advised of potential problems associated with assigned work, observed and aided during completion of work. Demonstration must be performed in accordance with department procedures and policies.

PERFORMANCE MEASURE
M7.5 Demonstration, in accordance with instructor-provided guidelines

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Identify where to obtain the daily workload sheet.
2. Explain how to communicate workload to assistant or aide in a polite verbal or written manner.
3. Explain how to advise assistant/aide of possible problems associated with tasks to be performed.
4. Explain how to observe assistant/aide in establishing patient rapport and in preparing, setting up, and giving modality/treatment.
5. Discuss how to inform assistant/aide confidentially of problems observed with their techniques, such as establishing patient rapport, patient handling, equipment operation, etc.
6. Explain the importance of verifying job-completion and noting problems.

DUTY AREA
7. PERFORMING ADMINISTRATIVE/ CLERICAL FUNCTIONS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
7.6 Carry out assignment from supervisor.

PERFORMANCE OBJECTIVE
P7.6 Given an assignment sheet, a department workload sheet, and physical therapy equipment, carry out assignment from supervisor. Student must identify and gather equipment and personnel needed to complete assigned task and must complete assignment in compliance with supervisor's instructions. Demonstration must be performed in accordance with departmental procedures and policies.

PERFORMANCE MEASURE
M7.6 Demonstration, in accordance with instructor-provided guidelines

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Explain how to receive verbal or written assignments from supervisor.
2. Explain how to verify assignment instructions.
3. Discuss how to identify equipment or additional personnel needed to complete assignment.
4. Identify various tasks that may be assigned.
5. Describe how to record assignment completion as required by physical therapy department.
6. Note that the final step is to report to supervisor for next assignment.

DUTY AREA
7. PERFORMING ADMINISTRATIVE/ CLERICAL FUNCTIONS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
7.7 Assign work to co-workers.

PERFORMANCE OBJECTIVE
P7.7 Given daily assignment sheet, department work load schedule, and assistant's/aide's work schedule, assign work to co-workers. Daily assignment sheets must be completed with all required information and provided to workers prior to the start of the shift. All information must be marked legibly.

PERFORMANCE MEASURE
M7.7 Instructor-prepared quiz, rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Identify location of department work load schedule and daily assignment sheet.
2. Demonstrate how to identify assistant's/aide's work schedule and compare with department work load schedule.
3. Demonstrate how to complete the daily assignment sheet, including the following elements:
   A. assistant's/aide's name and identification number
   B. date
   C. hours on duty
   D. scheduled therapy/work procedures
   E. scheduled time for lunch and breaks.
4. Emphasize importance of providing assistants/aides with their work schedule prior to the start of the shift.
5. Discuss how to advise assistant/aide of possible problems associated with tasks to be performed.

DUTY AREA
7. PERFORMING ADMINISTRATIVE/ CLERICAL FUNCTIONS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
7.8 Schedule therapy treatments.

PERFORMANCE OBJECTIVE
P7.8 Given patient's chart, physician's order, therapy scheduling log book, and equipment scheduling book, schedule physical therapy treatments. The scheduled therapy treatment must be scheduled at a convenient time for both patient and department, logged in the therapy scheduling book, reported as required by departmental guidelines, and marked legibly.

PERFORMANCE MEASURE
M7.8 Instructor-prepared quiz, rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Explain importance of reviewing physician's order and patient's chart for changes in therapy treatment.
2. Indicate importance of verifying patient's name and physical therapy treatment to be scheduled.
3. Demonstrate how to record patient's name and therapy treatment in department's scheduling log book.
4. Discuss how to identify and schedule around departmental scheduling conflicts or problems.
5. Demonstrate how to chart and report scheduling information.
6. Indicate importance of returning therapy scheduling log book to designated storage area.

DUTY AREA
7. PERFORMING ADMINISTRATIVE/ CLERICAL FUNCTIONS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
7.9 Plan individual work loads.

PERFORMANCE OBJECTIVE
P7.9 Given personnel list, list of work to be completed, and work load assignment sheets, plan individual work loads. Total daily departmental work load must be identified and divided between the workers on duty that day. Each worker must be provided with an individual work load assignment sheet, and all information must be accurate and marked legibly on the work load assignment sheets.

PERFORMANCE MEASURE
M7.9 Instructor-prepared quiz, rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Explain how to assign tasks to be completed:
   A. patient charting
   B. patient treatment
   C. cleaning duties.
2. Explain how to schedule time for workers to complete tasks.
3. Discuss how to identify person best suited for each job.
4. Demonstrate how to schedule work load for each worker.
5. Demonstrate how to complete daily work load assignment sheets.

DUTY AREA
7. PERFORMING ADMINISTRATIVE/ CLERICAL FUNCTIONS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
7.10 Conduct physical therapy equipment inventory.

PERFORMANCE OBJECTIVE
P7.10 Given equipment inventory record sheets and equipment to be inventoried, conduct physical therapy equipment inventory. Equipment inventory must identify equipment by name, model/serial number, description, physical count, age, monetary value, and remaining period of usefulness. Information must be accurate and marked legibly on the inventory record sheets.

PERFORMANCE MEASURE
M7.10 Instructor-prepared quiz, rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Explain how to identify equipment to be inventoried.
2. Demonstrate how to record equipment identification information on inventory record sheets:
   A. equipment name
   B. model/serial number
   C. equipment description.
3. Demonstrate how to record equipment inventory information:
   A. physical count of equipment
   B. equipment age
   C. monetary value
   D. remaining period of usefulness.
4. Explain how to assess need for new equipment and file a purchase request.
5. Indicate that a copy of completed inventory must be given to chief physical therapist.
6. Indicate importance of filing a copy of inventory sheet.
7. Indicate importance of giving original inventory sheet to materials management.

DUTY AREA
7. PERFORMING ADMINISTRATIVE/ CLERICAL FUNCTIONS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
7.11 Conduct physical therapy department supply inventory.

PERFORMANCE OBJECTIVE
P7.11 Given supply inventory forms and supplies to be inventoried, conduct physical therapy department supply inventory. Supply inventory forms must be completed including supply name, identification number, restocking number, and number on hand. Information must be accurate and marked legibly on the supply inventory forms.

PERFORMANCE MEASURE
M7.11 Instructor-prepared quiz, rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Explain how to locate supply inventory forms.
2. Demonstrate how to record name of each supply on inventory form.
3. Explain the importance of accuracy in counting the number of each supply on hand.
4. Demonstrate how to record the supply on the inventory form:
   A. supply name
   B. supply identification number
   C. number on hand.
5. Explain how to identify supplies to be restocked and vendor to be used.
6. Indicate that completed supply inventory form must be given to chief physical therapist.
7. Indicate importance of filing a copy of supply inventory form.

DUTY AREA
7. PERFORMING ADMINISTRATIVE/ CLERICAL FUNCTIONS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
7.12 Arrange for equipment repair.

PERFORMANCE OBJECTIVE
P7.12 Given maintenance contract, equipment information, and maintenance request form, arrange for equipment repair. Equipment repair request must include maintenance contractor's name and address, equipment serial number, problem description, date of problem occurrence, status and type of maintenance agreement. Information must be accurate and marked legibly on the maintenance request form.

PERFORMANCE MEASURE
M7.12 Instructor-prepared quiz, rated acceptable based on program standards

ENABLING **OBJECTIVES / LEARNING ACTIVITIES**
1. Explain how to identify equipment maintenance contractor, noting that some equipment is repaired by engineering department within institution.
2. Demonstrate how to enter equipment repair information on maintenance request form:
   A. maintenance contractor's name and address
   B. equipment serial number
   C. description of the problem
   D. date of problem occurrence
   E. status of request
   F. signature or initials.
3. Indicate importance of making and filing a copy of equipment repair request.
4. Indicate that copies of the request must be forwarded to
   A. maintenance contractor or maintenance department
   B. chief therapist.

DUTY AREA
7. PERFORMING ADMINISTRATIVE/ CLERICAL FUNCTIONS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
7.13 Provide patient information to physician.

PERFORMANCE OBJECTIVE
P7.13 Given copier, patient's file, attendance sheet, physician's information request, and patient information release form, provide patient information to physician. Information must include the patient's progress, treatment, attendance information, and a valid information-release form for physicians other than the referring physician. Information must be legible and up to date.

PERFORMANCE MEASURE
M7.13 Instructor-prepared quiz, rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Indicate importance of verifying patient's identification and information release form.
2. Explain how to locate patient's file and attendance sheet.
3. Demonstrate how to fill out physician information report sheet.
4. Demonstrate how to copy report sheet.
5. Indicate importance of filing copy of report in department file.
6. Indicate that original report should be sent to physician's office.

DUTY AREA
7. PERFORMING ADMINISTRATIVE/ CLERICAL FUNCTIONS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
7.14 Participate in hospital/clinic quality control meetings.

PERFORMANCE OBJECTIVE
P7.14 Given meeting room, meeting participants, quality control data sheets, and meeting agenda, participate in hospital/clinic quality control meetings. Student must assemble and present quality control data, participate in discussion, and share meeting information with department assistants and aides. Presentation and notes taken of discussion must be clear and concise.

PERFORMANCE MEASURE
M7.14 Demonstration, in accordance with instructor-provided guidelines

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Indicate importance of reviewing meeting agenda.
2. Demonstrate how to assemble necessary quality control data sheets.
3. Discuss how to prepare quality control information for presentation.
4. Indicate importance of arranging for duties to be covered while attending the meeting.
5. Indicate importance of arriving at the meeting on time.
6. Demonstrate various ways to present quality control information.
7. Explain importance of taking notes of discussion.
8. Indicate that the results of the meeting should be shared with other assistants/aides.

DUTY AREA
7. PERFORMING ADMINISTRATIVE/ CLERICAL FUNCTIONS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
7.15 Complete quality control data sheet.

PERFORMANCE OBJECTIVE
P7.15 Given quality control data sheet and physical therapy equipment test results, complete quality control data sheet. Physical therapy equipment quality control test results must be recorded on data sheet in a clear, concise, and legible manner.

PERFORMANCE MEASURE
M7.15 Instructor-prepared quiz, rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Indicate how to locate quality control data sheets.
2. Explain how to identify physical therapy equipment test results.
3. Demonstrate how to record quality control information on data sheets in a clear, concise, and legible manner.
4. Indicate importance of making two copies of data sheet.
5. Indicate that original data sheet should be placed in department quality control book.
6. Indicate that copy of data sheet should be given to department supervisor.
7. Indicate that copy of data sheet should be sent to quality control personnel.

DUTY AREA
7. PERFORMING ADMINISTRATIVE/ CLERICAL FUNCTIONS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
7.16 Compile information for quality assurance studies.

PERFORMANCE OBJECTIVE
P7.16 Given attendance cardex, daily summary sheet, quality assurance long forms and short forms, patient charge slip, and quality assurance book, compile information for quality assurance studies. Physical therapy procedures and treatments given must be statistically counted and recorded on daily and monthly information sheets in a legible manner.

PERFORMANCE MEASURE
M7.16 Instructor-prepared quiz, rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Indicate how to locate department information files:
   A. daily summary sheets for the whole month
   B. patient attendance cardex
   C. patient charge slips
   D. quality assurance short forms
   E. quality assurance long forms (inpatient, outpatient, rehabilitation, and skilled care).
2. Demonstrate how to calculate from patient's records and summary sheets the number of physical therapy treatments:
   A. calculations for each day
   B. calculations for the month.
3. Explain how to decide whether to use the long or short form.
4. Demonstrate how to record calculated treatment information on quality form.
5. Demonstrate how to verify quality assurance studies for accuracy.
6. Demonstrate how to assemble all completed quality assurance forms.
7. Indicate that a copy of each form should be made.
8. Indicate that original form should be placed in quality assurance notebook.
9. Indicate that copy of form should be sent to quality assurance personnel.

DUTY AREA
7. PERFORMING ADMINISTRATIVE/ CLERICAL FUNCTIONS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
7.17 Review physician's orders.

PERFORMANCE OBJECTIVE
P7.17 Given patient's chart/medical records and physician's orders/treatment plan, review physician's orders. Physician's diagnosis of patient's problem and requested physical therapy treatment must be identified and verified so that the assistant's interpretation is the same as the physical therapist's interpretation. Changes in diagnosis and treatment from previous physical therapy treatment must be identified and verified with physical therapist prior to continuing treatments. Physical therapy treatment that is contraindicated or inadvisable must be reported to the chief physical therapist immediately. All department procedures and policies must be observed.

PERFORMANCE MEASURE
M7.17 Demonstration, in accordance with instructor-provided guidelines

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Explain how to review patient's medical records.
2. Indicate that the physician's diagnosis and requested physical therapy treatment should be read carefully.
3. Discuss how to compare one's interpretation to the physical therapist's interpretation and planned physical therapy treatment.
4. Discuss how to identify changes in physician diagnosis and requested treatment from previous physical therapy treatment and explain the importance of discussing the changes with the physical therapist.
5. Discuss how to identify contraindicated or inadvisable requested physical therapy treatments and explain extreme importance of reporting them to the chief physical therapist immediately.
6. Indicate that the assistant should verify the availability of requested physical therapy treatment.
7. Indicate that physician's order should be filed.

DUTY AREA
7. PERFORMING ADMINISTRATIVE/ CLERICAL FUNCTIONS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
7.18 Update attendance cardex.

PERFORMANCE OBJECTIVE
P7.18 Given a calendar, file logs, cardex card, daily worksheet, and cardex card holder, update attendance cardex. Information must include patient's name, identification number, physician's name, physician's diagnosis, treatment plan, date of treatment, treatment received, treatment cancellation, and treatment no-show. Information must be recorded in a legible manner.

PERFORMANCE MEASURE
M7.18 Instructor-prepared quiz, rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Indicate that it must be determined if the patient is new or existing.
2. Demonstrate how to create attendance cardex card for a new patient:
   A. Record patient's personal information:
      (1) patient's name
      (2) identification number
      (3) physician's name
      (4) physician's diagnosis
      (5) treatment plan.
   B. Record patient's personal history.
   C. Place completed cardex card in card holder.
3. Indicate that existing patient's cardex card should be located and removed from card holder.
4. Demonstrate how to record attendance information on attendance cardex card:
   A. date of treatment
   B. treatment received
   C. treatment cancellation
   D. treatment no-show.
5. Indicate that updated attendance cardex card should be returned to designated card holder.

DUTY AREA
7. PERFORMING ADMINISTRATIVE/ CLERICAL FUNCTIONS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
7.19 Register physical therapy patient.

PERFORMANCE OBJECTIVE
P7.19 Given outpatient form, attendance card, daily record log, physician's orders, patient chart/folder, and patient prescription, register physical therapy patient. Patient prescription/physician's orders must be obtained and the patient directed to the admitting office to acquire outpatient form and identification card. Patient chart and attendance card must be created for patient. Patient's name must be entered on daily record log. Information must be recorded in a legible manner.

PERFORMANCE MEASURE
M7.19 Instructor-prepared quiz, rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Indicate that prescription/physician's orders must be obtained from patient.
2. Explain that patient must be directed to admitting office for outpatient form and card completion.
3. Demonstrate how to record patient's name on daily log.
4. Demonstrate how to prepare patient chart and attendance card, including the following:
   A. patient name
   B. patient's identification number
   C. physician's name
   D. diagnosis
   E. date patient started therapy.
5. Demonstrate how to create patient progress note sheet and place it in chart, including the following:
   A. patient's name
   B. age
   C. telephone number
   D. address
   E. physician's name
   F. diagnosis
   G. treatment to be given.
6. Indicate that patient's newly created file should be filed.

DUTY AREA
7. PERFORMING ADMINISTRATIVE/ CLERICAL FUNCTIONS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
7.20 Assist patient with Medicare insurance forms.

PERFORMANCE OBJECTIVE
P7.20 Given Medicare forms, patient's chart, patient's cardex, daily summary sheets, and typewriter/ correctable ribbon, assist patient in filling out Medicare insurance forms. Forms must include patient's name, hospital number, attendance record, patient's daily progress notes, diagnosis, number of treatments given, physician's name, and the monthly progress summary paragraph. Information must be recorded in a legible manner.

PERFORMANCE MEASURE
M7.20 Instructor-prepared quiz, rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Indicate that all Medicare outpatients should be listed on separate sheet.
2. Explain how to locate patient's chart and daily summary sheet for the month.
3. Indicate that Medicare forms should be obtained from supply or purchasing.
4. Demonstrate how to record insurance information on Medicare form:
   A. patient's name
   B. hospital number
   C. diagnosis
   D. physician's name
   E. attendance record
   F. number of treatments given
   G. monthly progress summary paragraph
   H. date of onset.
5. Indicate that therapist and/or assistant should sign name in the bottom corner of the Medicare form.
6. Indicate that original copy of patient's Medicare form must be given to Medicare personnel, and a copy should be made for patient's chart.

DUTY AREA
7. PERFORMING ADMINISTRATIVE/ CLERICAL FUNCTIONS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
7.21 Set up and revise sign-in sheets.

PERFORMANCE OBJECTIVE
P7.21 Given typewriter and sign-in sheets, set up and revise sign-in sheets. Sign-in sheets must provide physical therapy department with attendance/visitation information including date, time, patient's/ visitor's name, and purpose of visit. Sheet must be clear and complete and have a logical format.

PERFORMANCE MEASURE
M7.21 Instructor-prepared quiz, rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Explain the information needed on sign-in sheets:
   A. date
   B. patient's name
   C. time of arrival
   D. purpose of visit.
2. Demonstrate how to arrange sheet in a logical format.
3. Indicate that revised sign-in sheet must be submitted to chief physical therapist for approval.
4. Explain how copies of the approved sign-in sheet can be made.
5. Indicate that blank sign-in sheets should be placed at department reception desk.

DUTY AREA
7. PERFORMING ADMINISTRATIVE/ CLERICAL FUNCTIONS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
7.22 Attend Individualized Education Program (IEP) meetings.

PERFORMANCE OBJECTIVE
P7.22 Given progress notes, evaluation schedule, parent consent forms, physician's prescription, physical therapy reports, and meeting schedule, attend Individualized Education Program (IEP) meetings. Physical Therapist Assistant must present pertinent physical therapy information in a clear and concise manner.

PERFORMANCE MEASURE
M7.22 Demonstration, in accordance with instructor-provided guidelines

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Indicate importance of noting time, date, and place of meeting.
2. Explain how to check evaluation schedule and arrange for any upcoming evaluation to be performed prior to Individualized Education Program meeting.
3. Indicate that copies of evaluation report for meeting participants should be made.
4. Explain importance of checking student's chart for
   A. past Physical Therapy evaluations during prior two years
   B. current school year's progress notes
   C. signed parent-consent form
   D. signed physician's prescription form.
5. Note that if these two forms (C & D) are expired or are about to expire, new forms should be given to parent.
6. Demonstrate how to write Physical Therapy summary of yearly services and progress report, if required by school guidelines. Note that copies should be made prior to meeting.
7. Indicate that assistant should arrive at meeting location with above materials, note paper, and pen, approximately 10 minutes prior to meeting.
8. Indicate that assistant should listen to information presented.
9. Demonstrate how to give summary of services to date including recent evaluations, summary of student's behavior, and progress made.
10. Explain that assistant should answer any questions or arrange for therapist to contact parents.
11. Indicate that all new information or requests for changes in services should be noted.
12. Explain that new forms should be given to parents to be signed by them or a physician, if necessary.
13. Indicate that assistant should sign IEP/MDC forms as a participant in meeting.

DUTY AREA
7. PERFORMING ADMINISTRATIVE/ CLERICAL FUNCTIONS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
7.23 Proofread, copy, and distribute evaluations.

PERFORMANCE OBJECTIVE
P7.23 Given copy machine, patient's file, and evaluation reports, proofread, copy, and distribute evaluations. Evaluations must be typed in a clear, concise manner. Copies must be made and distributed to designated department personnel.

PERFORMANCE MEASURE
M7.23 Instructor-prepared quiz, rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Explain how to proofread newly typed evaluation reports for errors and how to note corrections. Note that therapist should be contacted for clarification, if necessary.
2. Indicate that evaluation report should be returned to secretary for corrections.
3. Explain that corrected evaluation should be proofread for accuracy of corrections.
4. Indicate that therapist's signature should be obtained or that assistant should sign and initial as per department guidelines.
5. Indicate that copies should be distributed to designated department personnel.
6. Indicate that copies of evaluations should be filed.

DUTY AREA
7. PERFORMING ADMINISTRATIVE/ CLERICAL FUNCTIONS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
7.24 Maintain monthly/yearly treatment log.

PERFORMANCE OBJECTIVE
P7.24 Given file cabinet, patient's chart, department therapy log, and monthly/yearly treatment log, maintain monthly/yearly treatment log. The number of different therapy evaluations and treatments performed must be recorded in the monthly/yearly treatment logs each month, including treatment name, total number of treatments, total case load, treatment results, date of log entry, and recorder's signature or initials. Information must be recorded in a legible manner.

PERFORMANCE MEASURE
M7.24 Instructor-prepared quiz, rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Explain where to locate monthly/yearly treatment log.
2. Demonstrate how to assemble daily treatment logs for the month.
3. Explain how to identify the different types of therapy procedures performed.
4. Demonstrate how to log the number of patients treated.
5. Indicate that the total number of each therapy procedure performed must be compiled.
6. Demonstrate how to record procedure numbers on monthly/yearly treatment log.
7. Indicate that assistant should sign or initial the log entry.
8. Explain where to file the treatment log.
9. Note that a copy of the total treatments should be sent to accounting each month.

DUTY AREA
7. PERFORMING ADMINISTRATIVE/ CLERICAL FUNCTIONS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
7.25 Screen patient for physical therapy evaluation examination.

PERFORMANCE OBJECTIVE
P7.25 Given a gown, rolls, booth, plinth, sheets, chairs, pillows, prescription, stepping stool, patient's chart, outpatient form, screen patient for physical therapy evaluation examination. Answers to general health questions must be obtained from the patient prior to examination by the therapist. Patient must be positioned and prepared for evaluation examination. Department procedures and policies must be observed.

PERFORMANCE MEASURE
M7.25 Demonstration, in accordance with instructor-provided guidelines

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Demonstrate how to prepare booth for new patient examination.
2. Indicate that patient's name must be verified.
3. Indicate that patient's prescription and outpatient forms must be acquired.
4. Demonstrate how to ask patient about general health, what the problem is, and where the pain is.
5. Indicate that patient should be directed to booth and asked if he/she needs assistance with putting on gown.
6. Demonstrate how to assist patient on plinth.
7. Demonstrate how to position and drape patient for examination.
8. Explain how to verify that patient is comfortable, and indicate that assistant should explain that therapist will be there shortly to conduct examination.
9. Indicate that therapist should be notified that patient is ready for examination.

DUTY AREA
7. PERFORMING ADMINISTRATIVE/ CLERICAL FUNCTIONS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
7.26 Complete travel reimbursement form.

PERFORMANCE OBJECTIVE
P7.26 Given a calendar, calculator, travel records/documents, travel reimbursement form, writing instrument or typewriter, and a list of pre-determined distances, complete travel reimbursement form. The travel reimbursement form must include time and date of travel, beginning point, destination, mileage, purpose of travel, and supportive documentation. Information must be recorded in a legible manner.

PERFORMANCE MEASURE
M7.26 Instructor-prepared quiz, rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Explain how to identify period of time for which reimbursement form is to be completed:
   A. weekly
   B. monthly
   C. not specified.
2. Demonstrate how to fill in travel information on reimbursement form:
   A. date of travel
   B. starting point and destination
   C. mileage
   D. other expenses.
3. Demonstrate how to calculate total mileage and amount to be reimbursed.
4. Indicate that required receipts or other supportive documents must be attached. Note that they should be copied prior to release of originals.
5. Indicate that the form must be signed and dated.
6. Explain how to submit completed travel reimbursement form to department director for approval.
7. Indicate that copies of approved travel reimbursement form and supportive documents should be made.
8. Indicate that original reimbursement form and support documents should be forwarded to accounting department.
9. Indicate that one copy should be filed in department records.
10. Indicate that one copy should be given to traveler.

DUTY AREA
7. PERFORMING ADMINISTRATIVE/ CLERICAL FUNCTIONS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
7.27 File patient's records.

PERFORMANCE OBJECTIVE
P7.27 Given files, filing system, patient's records, patient's treatment plan, physician's diagnosis/order, departmental filing regulations, and physical therapy evaluation report, file patient's records. Patient's file must contain physician's diagnosis/order, patient's treatment plan, physical therapy evaluation report, program plan, progress notes, and discontinuation note as applicable. Material for inclusion in patient's records must be permanent pertinent documents. Department procedures and policies must be observed.

PERFORMANCE MEASURE
M7.27 Demonstration, in accordance with instructor-provided guidelines

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Explain how to locate patient's file.
2. Indicate that patient's documents should be identified by patient's name and identification number.
3. Demonstrate how to evaluate patient's documents for appropriateness of inclusion in patient's file. Note that some records may not be added to patient's file without notification of other practitioners.
4. Indicate importance of notifying supervisor about materials that are inappropriate for inclusion in patient's files.
5. Indicate that only documents that are to become a permanent part of the patient's records should be inserted into the patient's file.
6. Indicate that patient's file should be returned to storage location according to filing system:
   A. alphabetical
   B. numerical
   C. color code.

DUTY AREA
7. PERFORMING ADMINISTRATIVE/ CLERICAL FUNCTIONS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
7.28 Maintain record of physical therapy equipment on loan.

PERFORMANCE OBJECTIVE
P7.28 Given physical therapy equipment and physical therapy equipment loan file, maintain record of physical therapy equipment on loan. Record must include equipment name, identification/serial number, quantity loaned, name and address of borrower, date borrowed, anticipated return date, and borrower's signature. Information must be accurately recorded in a legible manner.

PERFORMANCE MEASURE
M7.28 Instructor-prepared quiz, rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Explain how to locate physical therapy equipment loan file.
2. Explain how to identify physical therapy equipment to be loaned out.
3. Demonstrate how to record equipment information on loan record form:
   A. equipment name
   B. equipment identification/serial number
   C. equipment condition.
4. Demonstrate how to record borrower's information on loan record form:
   A. borrower's name
   B. borrower's address
   C. quantity borrowed
   D. date borrowed
   E. anticipated return date
   F. borrower's signature
   G. date returned
   H. returned equipment condition.
5. Indicate that physical therapy equipment loan file should be returned to storage area.

8. COMMUNICATING INFORMATION

8.1 Assess patient's response to therapy treatment.
8.2 Collect therapy data for patient's file.
8.3 Prepare therapy information sheets/booklets for patient and family.
8.4 Provide therapy instructions to patient.
8.5 Write physical therapy reports (progress notes).
8.6 Write discharge (DC) note.
8.7 Use department telephone.
8.8 Respond to department intercom or pager.
8.9 Report patient therapy treatment information to physical therapist and other health care professionals.
8.10 Greet patients and visitors.
8.11 Provide information on possible side effects of treatment.
8.12 Explain to patient indications and contraindications of physical therapy treatment.
8.13 Instruct family members on home care procedures.
8.14 Explain home usage of equipment to patient.
8.15 Record treatment coding on records, treatment plan, and daily workload log.
8.16 Instruct visually impaired patient.
8.17 Communicate information to a family member of a special needs patient.
8.18 Participate in multidisciplinary (care plan) meetings.
8.19 Verify therapy consent form.
8.20 Create informational displays.

DUTY AREA
8. COMMUNICATING INFORMATION

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
8.1 Assess patient's response to therapy treatment.

PERFORMANCE OBJECTIVE
P8.1 Given a note pad, assess patient's response to therapy treatment. Patient's facial expressions, body language, tone of voice, conversation information, contraindications, and assistance required must be observed and assessed. Abnormalities, unusual behavior, or contraindications must be reported to physical therapist. Department procedures and policies must be observed.

PERFORMANCE MEASURE
M8.1 Demonstration, in accordance with instructor-provided guidelines

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Indicate that patient's identification must be verified.
2. Demonstrate how to observe patient's therapy activities.
3. Demonstrate how to talk with patient, noting
   A. tone of voice
   B. facial expression
   C. body language
   D. answers to questions
   E. attitude toward therapy
   F. contraindications.
4. Discuss how to compare previous behavior and attitude to see if changes have occurred.
5. Discuss how to assess all observations.
6. Discuss how to determine if treatment is accomplishing its objective.
7. Discuss when and how to stop or modify treatment in response to any unusual behavior or appearance. Note importance of reporting such behavior or appearance immediately to physical therapist.

DUTY AREA
8. COMMUNICATING INFORMATION

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
8.2 Collect therapy data for patient's file.

PERFORMANCE OBJECTIVE
P8.2 Given reports, file forms, file cabinet, patient's file, and patient's identification information, collect therapy data for patient's file. Therapy data reports and forms required for patient's physical therapy file must be completed according to state, local, and departmental regulations. Information must be recorded in a legible manner.

PERFORMANCE MEASURE
M8 2 Instructor-prepared quiz, rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Explain how to identify information/data to be recorded.
2. Explain how to locate forms or reports needed.
3. Indicate importance of following state, local, and departmental regulations for collecting patient's data.
4. Demonstrate how to organize information.
5. Demonstrate how to record information/data legibly and concisely.
6. Indicate that patient's file must be submitted for physical therapist's and physician's review.
7. Indicate that patient's file must be returned to storage location.

DUTY AREA
8. COMMUNICATING INFORMATION

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
8.3 Prepare therapy information sheets/booklets for patient and family.

PERFORMANCE OBJECTIVE
P8.3 Given copy machine and procedure resource materials, prepare therapy information sheets/booklets for patient and family. Therapy information sheets/booklets must provide the patient with an explanation of the procedure, possible side effects, and instructions/directions to be followed prior to and following the therapy procedure. Explanations and instructions must be complete, concise, and legible.

PERFORMANCE MEASURE
M8.3 Instructor-prepared quiz, rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Explain how to identify physical therapy procedures needing information sheets.
2. Demonstrate how to assemble therapy procedure information.
3. Demonstrate how to create patient information sheet/booklet, including
   A. therapy procedure explanation
   B. pre-therapy instruction/directions
   C. post-therapy instruction/directions
   D. contraindications and warning signs
   E. contact person's name and phone number.
4. Indicate that patient information sheet must distributed to incumbents and physicians for review.
5. Explain how to revise information sheet after review by incumbents/physicians.
6. Indicate that the information sheets should be printed and filed for distribution at the time of scheduling.

DUTY AREA
8. COMMUNICATING INFORMATION

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
8.4 Provide therapy instructions to patient.

PERFORMANCE OBJECTIVE
P8.4 Given a gown, booth, step stool, treatment plan, patient's chart, physical therapy equipment, and physician's prescription for patient, provide therapy instructions to patient. Physical therapy instructions must be clear, concise, and presented in the manner best suited for patient's communication mode. Patient must comprehend the therapy instructions and be able to repeat or demonstrate the instructions to the assistant. Department procedures and policies must be observed.

PERFORMANCE MEASURE
M8.4 Demonstration, in accordance with instructor-provided guidelines

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Indicate that patient's chart must be located.
2. Explain how to review patient's chart and treatment plan prior to patient's arrival.
3. Demonstrate how to greet and communicate with patient about
   A. family
   B. work
   C. daily activities
   D. weather
   E. physical condition
      (1) after last treatment
      (2) at present.
4. Demonstrate how to explain physical therapy treatment to be received:
   A. purpose of treatment
   B. indications of treatment
   C. contraindications of treatment.
5. Demonstrate how to communicate therapy instructions to patient:
   A. Explain therapy instructions:
      (1) assistant's part
      (2) patient's part.
   B. Demonstrate therapy procedure steps:
      (1) assistant's part
      (2) patient's part.
   C. Explain importance of patient telling assistant immediately if pain or discomfort is experienced.
6. Demonstrate how to verify that patient understands therapy instructions:
   A. Answer patient questions.
   B. Have patient repeat his/her part of therapy instructions.
   C. Have patient demonstrate his/her part of therapy procedure steps.
7. Indicate that therapist should be notified that patient is ready for therapy.

DUTY AREA
8. COMMUNICATING INFORMATION

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
8.5 Write physical therapy reports (progress notes).

PERFORMANCE OBJECTIVE
P8.5 Given paper, patient's chart, and treatment plan, write physical therapy report. Report must provide up-to-date information concerning the patient's condition, subjective complaints, and changes or additions to treatment plan and goals, and it must inform other personnel of patient's progress in physical therapy. The report must be concise and legible.

PERFORMANCE MEASURE
M8.5 Instructor-prepared quiz, rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Indicate how to locate patient's chart.
2. Explain how to determine which type of report is needed.
3. Demonstrate how to compile physical therapy report information:
   A. date
   B. subjective information
      (1) patient comments about treatment
      (2) patient comments about injury or deficiencies
      (3) comments pertinent to patient's physical therapy plan or treatment
      (4) history
      (5) physician's order.
   C. objective information
      (1) treatment given (time, position, location, intensity)
      (2) patient response to treatment
      (3) measurements ROM, MMT
      (4) patient orientation
      (5) test results
      (6) sensitivity.
   D. therapist's assessment of patient's condition and reaction to treatment, and suggestions for treatment
      (1) patient diagnosis
      (2) patient tolerance of treatment.
   E. plan for patient's physical therapy treatment
      (1) frequency of treatment
         a. daily
         b. B/D (two times a day)
         c. T/D (three times a day)
         d. two times per week
         e. three times per week.
      (2) duration of treatment
      (3) goals of therapy/purpose of each treatment
      (4) guidelines for deciding to continue or discontinue treatment.
4. Demonstrate how to organize information.
5. Explain importance of writing physical therapy report in an accurate, concise, and legible manner.
6. Indicate that assistant should sign and date physical therapy report.
7. Indicate that physical therapy report should be forwarded to physical therapist for review and signature.

DUTY AREA
8. COMMUNICATING INFORMATION

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
8.6 Write discharge (DC) note.

PERFORMANCE OBJECTIVE
P8.6 Given paper, patient chart, and treatment plan, write discharge note. Discharge note must provide information concerning type of treatment provided, duration of treatment, patient subjective information, goals met, patient progress, reason for discharge, and discharge plan. Information on the discharge note must be concise and legible.

PERFORMANCE MEASURE
M8.6 Instructor-prepared quiz, rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Indicate how to locate patient chart.
2. Demonstrate how to give brief summary of treatment given:
   A. duration of treatment
   B. modalities treatment given
   C. frequency of treatment
   D. patient subjective information
   E. goals of therapy
   F. goals met
   G. patient progress from treatment
   H. reason for discharge
   I. plan for discharge.
3. Indicate that discharge note should be signed and dated.
4. Indicate that discharge note should be forwarded to physical therapist to co-sign.
5. Indicate that copy of discharge note should be sent to physician.
6. Indicate that original discharge note should be placed in patient's file.

DUTY AREA
8. COMMUNICATING INFORMATION

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
8.7 Use department telephone.

PERFORMANCE OBJECTIVE
P8.7 Given telephone, telephone message pad, telephone directory, and file of frequently called numbers, use department telephone. Department telephone business must be conducted in a courteous and professional manner. Assistant's voice must be clear and audible over the telephone. Messages must include name of person to receive message, name of caller, date of call, time of call, message, and initials of person taking the message. Department procedures and policies must be observed.

PERFORMANCE MEASURE
M8.7 Demonstration, in accordance with instructor-provided guidelines

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Indicate where to locate department telephones.
2. Demonstrate how to place a telephone call:
   A. Dial the number, using institution guidelines and phone system requirements.
   B. Identify oneself clearly, audibly, and politely with:
      (1) name
      (2) position
      (3) department/institution.
   C. Identify party to whom one wishes to speak.
   D. Obtain or verify information.
4. Demonstrate how to receive a telephone call:
   A. Determine which line call is on.
   B. Identify oneself and department.
   C. Identify nature of the call:
      (1) request for information
         a. Provide caller with information in accordance with department guidelines.
         b. Place caller on hold, and get someone who can provide information.
      (2) message for another person
         a. Transfer call to designated person
         b. Write legibly the name of caller, name of person to receive message, date of call, time of call, message, and initials of person taking message.
5. Explain how to verify all information given or received.
6. Explain how to document long distance call in accordance with physical therapy department guidelines.

DUTY AREA
8. COMMUNICATING INFORMATION

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
8.8 Respond to department intercom or pager.

PERFORMANCE OBJECTIVE
P8.8 Given call list, message pad, intercom/pager, respond to department intercom or pager. Messages must include the caller's name, the name of the person to receive the message, the date and time of message, the message, and the name of the person taking the message. Messages must be accurately recorded in a clear and legible manner.

PERFORMANCE MEASURE
M8.8 Demonstration, in accordance with instructor-prepared guidelines

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Demonstrate how to activate the equipment:
   A. wall intercom
   B. phone intercom.
2. Demonstrate how to respond to intercom/pager signal:
   A. identify oneself and offer assistance.
   B. record message or respond to directions.
   C. locate person needed or deliver message.
3. Indicate that intercom should be returned to inactive state when call is complete.

DUTY AREA
8. COMMUNICATING INFORMATION

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
8.9 Report patient therapy treatment information to physical therapist and other health care professionals.

PERFORMANCE OBJECTIVE
P8.9 Given a phone and patient therapy treatment, report patient therapy information to physical therapist and other health care professionals. Physical therapist or physician must be notified immediately of any change in patient's therapy treatment information including patient's comments, reaction to therapy, condition change, and objective measurement change. Department procedures and policies must be observed.

PERFORMANCE MEASURE
M8.9 Demonstration, in accordance with instructor-provided guidelines

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Explain how to identify change in patient therapy treatment information or treatment plan, considering
   A. patient's subjective comments
   B. reaction to treatment
   C. patient condition change
   D. objective measurement change (i.e., decreased strength, decreased ROM, decreased ambulation).
2. Indicate that physical therapist should be notified by phone or in person of patient change in condition.
3. Indicate that physician should be notified by phone, page, or in person of patient change in condition.
4. Explain how to carry out physician's or physical therapist's suggestions regarding patient.
5. Demonstrate how to document consultation with physician or physical therapist.

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DUTY AREA
8. COMMUNICATING INFORMATION

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
8.10 Greet patients and visitors.

PERFORMANCE OBJECTIVE
P8.10 Given department treatment log and department sign-in sheet, greet patients and visitors. Patients and visitors must be acknowledged in a pleasant manner, identified, signed in, seated, and informed about approximately how long it will be before the therapist or assistant will see them. Department procedures and policies must be observed.

PERFORMANCE MEASURE
M8.10 Demonstration, in accordance with instructor-provided guidelines

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Indicate that assistant/aide should observe arrival of patient or visitor.
2. Demonstrate how to acknowledge the person in a pleasant manner.
3. Demonstrate how to identify the person's name and purpose of visit.
4. Indicate that the person's name and purpose of visit should be verified.
5. Demonstrate how to sign in patient/visitor.
6. Indicate that person should be addressed by name.
7. Explain how to inform patient/visitor where to be seated and indicate that patient/visitor should be offered reading material.
8. Explain how to notify department staff of patient's/visitor's arrival.
9. Indicate that assistant/aide should inform person about length of wait.

DUTY AREA
8. COMMUNICATING INFORMATION

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
8.11 Provide information on possible side effects of treatment.

PERFORMANCE OBJECTIVE
P8.11 Given physician's orders, patient's chart/treatment plan, and treatment information (information sheets, pamphlets, brochures, films, etc.), provide information on possible side effects of treatment. Patient's fears and apprehensions concerning treatment effects must be minimized by means of information sheets, pamphlets, brochures, films, or verbal communication. Instructions for coping with side effects must be clear, understandable, and communicated in the manner best suited to patient's condition and special needs. Department procedures and policies must be observed.

PERFORMANCE MEASURE
M8.11 Demonstration, in accordance with instructor-provided guidelines

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Explain how to review patient's chart/treatment plan.
2. Explain how to identify possible side effects of treatment:
   A. sensations
      (1) tingling
      (2) burning
      (3) cold
      (4) pain
      (5) stiffness
      (6) numbness
      (7) tenderness.
   B. physical changes
      (1) skin discoloration
      (2) skin peeling
      (3) functionability loss (casts, braces, splints, etc.)
      (4) mobility loss (wheelchairs, crutches, walkers, etc.)
      (5) muscle contractions, spasms, and soreness.
3. Demonstrate how to assemble treatment information for patient's review.
4. Indicate that assistant should schedule a quiet, comfortable, and private place and time for meeting.
5. Demonstrate how to greet patient and escort him/her to meeting area.
6. Demonstrate how to explain treatment and possible side effects to patient.
7. Explain how to review treatment information with patient:
   A. information sheets
   B. pamphlets
   C. brochures
   D. books
   E. films.
8. Explain importance of answering patient's questions clearly and in a positive, reassuring manner.
9. Indicate that patient should be advised to report side effects to physical therapy staff.
10. Discuss how to reassure patient concerning the treatment and possible side effects.

DUTY AREA
8. COMMUNICATING INFORMATION

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
8.12 Explain to patient indications and contraindications of physical therapy treatment.

PERFORMANCE OBJECTIVE
P8.12 Given patient chart, patient history, patient diagnosis, determined treatment plan, list of treatment indications, and list of treatment contraindications, explain to patient indications and contraindications of physical therapy treatment. Physical therapist/physician must be notified of any contraindications due to treatment. Department procedures and policies must be observed.

PERFORMANCE MEASURE
M8.12 Demonstration, in accordance with instructor-provided guidelines

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Explain how to identify patient diagnosis and medical history.
2. Discuss how to select modalities to be used.
3. Discuss how to explain to patient why this treatment is being used.
4. Discuss how to explain effects of treatment on patient's condition.
5. Discuss how to explain goals and duration of treatment for patient's condition.
6. Explain how to identify contraindications for treatment being given.
7. Explain how to establish if patient has any contraindications.
8. Discuss how to correct contraindication, if possible (i.e., removal of jewelry).
9. Indicate that physical therapist or physician should be contacted about treatment plan if contraindications are identified. Note that no treatment should be provided until approval is received.

DUTY AREA
8. COMMUNICATING INFORMATION

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
8.13 Instruct family members on home care procedures.

PERFORMANCE OBJECTIVE
P8.13 Given pre-written instructions, treatment log/appointment book, treatment plan/physician's orders, and any equipment to be demonstrated, instruct family members on home care procedures. Family members must be informed of home care procedures according to physician's/physical therapist's orders. Instruction must be courteous, clear, and concise. Department procedures and policies must be observed.

PERFORMANCE MEASURE
M8.13 Demonstration, in accordance with instructor-provided guidelines

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Explain how to review treatment plan.
2. Indicate that appointment for instruction with family should be verified and given at time convenient for family members and department staff involved.
3. Indicate that assistant should verify patient identification and insure privacy.
4. Demonstrate how to explain home care procedures in a clear, concise, courteous manner.
5. Explain how to demonstrate equipment involved.
6. Indicate that time should be allowed for questions and practice by family members.
7. Discuss how to guide family members' practice, how to make suggestions, and how to answer questions.
8. Indicate that family members should be provided with pre-written instructions.
9. Indicate that further references and department and emergency phone numbers should be provided in case of later questions.
10. Indicate that assistant should record date/time/details of training session in patient's chart/records.

DUTY AREA
8. COMMUNICATING INFORMATION

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
8.14 Explain home use of equipment to patient.

PERFORMANCE OBJECTIVE
P8.14 Given physical therapy equipment and treatment plan/physician's orders, explain home use of equipment to patient. Equipment usage must be explained and demonstrated as indicated by the physical therapy treatment plan and must be clearly presented so that the patient can repeat the procedure to the assistant. Department procedures and policies must be observed.

PERFORMANCE MEASURE
M8.14 Demonstration, in accordance with instructor-provided guidelines

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Explain how to review patient's treatment plan.
2. Indicate that assistant should greet patient and verify identity.
3. Indicate that patient should be escorted to treatment booth or private room.
4. Discuss how to explain to both patient and family member the home usage procedures of the equipment in accordance with the treatment plan.
5. Demonstrate home usage procedures to the patient while the family member is watching.
6. Demonstrate how to guide patient and family member while they practice using equipment.
7. Discuss how to answer questions posed by patient or family member pertaining to home usage procedures:
   A. treatment plan
   B. indications/contraindications
   C. equipment usage
   D. equipment maintenance
   E. equipment supplies
   F. equipment contact
   G. equipment warranty.
8. Indicate that patient should be provided with written instructions about home usage procedures for equipment.
9. Discuss how to ensure patient comfort with equipment usage procedures.

DUTY AREA
8. COMMUNICATING INFORMATION

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
8.15 Record treatment coding on records, treatment plan, and daily workload log.

PERFORMANCE OBJECTIVE
P8.15 Given patient records, daily workload log, patient treatment plan, and physical therapy treatment code list, record treatment coding on records, treatment plan, and daily workload log. Physical therapy treatment coding must be identified and entered legibly on a timely basis in accordance with the physical therapy department guidelines.

PERFORMANCE MEASURE
M8.15 Instructor-prepared quiz, rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Explain how to locate treatment code list and the document needing physical therapy treatment coding.
2. Indicate that assistant should verify patient's identification and the treatment received.
3. Explain how to identify physical therapy department's coding for treatments received. Note that treatment coding often varies from institution to institution.
4. Demonstrate how to enter the treatment codes in the document.
5. Indicate that physical therapy code list should be returned to storage area.
6. Indicate that coded document should be filed or forwarded according to department guidelines.

DUTY AREA
8. COMMUNICATING INFORMATION

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
8.16 Instruct visually impaired patient.

PERFORMANCE OBJECTIVE
P8.16 Given treatment plan and patient's records, instruct visually impaired patient. Patient must comprehend information so that he/she can demonstrate procedure or repeat information back to assistant. Patient's visual impairment must be taken into consideration and adjustments made to avoid patient frustration. Department procedures and policies must be observed.

PERFORMANCE MEASURE
M8.16 Demonstration, in accordance with instructor-provided guidelines

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Explain how to check patient's records to determine degree of visual impairment.
2. Indicate that assistant should greet patient and verify identification. Note that assistant should make sure patient is aware of assistant's presence before making physical contact.
3. Discuss how to identify the most efficient means of communication, considering the patient's degree of visual impairment:
   A. oral communication
   B. oral communication and gestures
   C. oral communication and physical assistance.
4. Discuss how to identify the degree of assistance needed to transport patient to therapy department.
5. Discuss how to orient patient to layout of treatment booth/room.
6. Demonstrate how to explain procedure to patient verbally.
7. Demonstrate how to assist patient with exercise/procedure, physically positioning and assisting as necessary.

DUTY AREA
8. COMMUNICATING INFORMATION

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
8.17 Communicate information to a family member of a special needs patient.

PERFORMANCE OBJECTIVE
P8.17 Given a phone, patient file, treatment plan, specialty items, and patient information chart, communicate information to a family member of a special needs patient. Family member must be notified of any specialty items the patient will need to complete the treatment plan. Arrangements must be made so that specialty items are available prior to patient's first treatment. Department procedures and policies must be observed.

PERFORMANCE MEASURE
M8.17 Instructor-prepared quiz, rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Explain how to instruct family member, either in person or by telephone, on specialty items needed for patient to receive treatment.
2. Indicate that assistant should obtain from family member special clothing or shoes for patient to wear.
3. Explain how to mark patient's specialty items and store them for later use.
4. Demonstrate how to record specialty items and storage location on patient's records.

DUTY AREA
8. COMMUNICATING INFORMATION

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
8.18 Participate in multidisciplinary (care plan) meetings.

PERFORMANCE OBJECTIVE
P8.18 Given an agenda, patient chart, needed materials, physician's orders, and patient treatment plan, participate in multidisciplinary (care plan) meetings. The meeting agenda must be reviewed prior to meeting. Needed physical therapy materials must be brought to meeting. Contributions must be made when appropriate during meeting and must be clear and concise. Department procedures and policies must be observed.

PERFORMANCE MEASURE
M8.18 Instructor-prepared quiz, rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Indicate that date, time, location, and purpose of meeting should be confirmed.
2. Indicate that assistant should verify that meeting does not conflict with scheduled physical therapy treatments.
3. Explain how to review agenda:
   A. Note questions to ask.
   B. Note additional items to discuss.
4. Discuss how to consult with chief physical therapist about patient's physical therapy information to be discussed in meeting.
5. Demonstrate how to assemble needed materials for meeting.
6. Emphasize that assistant should arrive at meeting with agenda and needed materials.
7. Discuss how to make contributions during meeting.
8. Explain how to update physical therapy supervisor and staff concerning meeting outcome.

DUTY AREA
8. COMMUNICATING INFORMATION

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
8.19 Verify therapy consent form.

PERFORMANCE OBJECTIVE
P8.19 Given blank consent forms, patient's physical therapy consent form, and patient's physical therapy file, verify therapy consent form. Patient's physical therapy file must contain therapy consent forms that have been signed and dated by both the patient (or guardian) and a witness according to physical therapy department guidelines. Department procedures and policies must be observed.

PERFORMANCE MEASURE
M8.19 Demonstration, in accordance with instructor guidelines

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Explain how to locate patient's physical therapy file.
2. Explain how to locate consent form in patient's therapy file.
3. Demonstrate how to check therapy consent form for dated patient's/guardian's and witness' signatures and their expiration dates. Explain the importance of checking consent form prior to performing examinations or therapy and advising supervisor, if consent form has not been signed or has expired.
4. Indicate that signatures must be obtained on consent form.
5. Indicate that consent form should be returned to patient's file.
6. Indicate that patient's file should be returned to storage location.
7. Discuss procedures for reminding parents about expiration of parent consent forms and prescriptions two months (or longer according to school guidelines) before the expiration date.

DUTY AREA
8. COMMUNICATING INFORMATION

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
8.20 Create informational displays.

PERFORMANCE OBJECTIVE
P8.20 Given calendars, art supplies, display area, informational brochures, lettering templates/supplies, newspapers and magazine articles, and fasteners (tacks, staples, tape), create informational displays. The informational displays must present information clearly, be attractive and in good taste, be approved by the supervisor, and meet predetermined objectives. Department procedures and policies must be observed.

PERFORMANCE MEASURE
M8.20 Demonstration, in accordance with instructor-provided guidelines

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Explain how to formulate the objectives of the display. Note that display should attempt to convey only a limited amount of information such as
   A. orientation information for patients like
      (1) calendar/clock
      (2) seasonal/holiday display
      (3) treatment information
      (4) current events.
   B. public relations display
   C. patient therapy schedule
   D. staff work schedule.
2. Explain and demonstrate how to plan
   A. display location
   B. display size
   C. materials needed
   D. focal point using
      (1) bright colors
      (2) converging lines
      (3) bold lettering
      (4) movement
      (5) three dimensional objects (CAUTION: avoid sharp objects).
3. Explain how to secure approval of display objectives and/or plan from supervisor.
4. Discuss how to schedule time to assemble display.
5. Discuss how to collect needed materials.
6. Demonstrate how to assemble display.

9. PROVIDING PATIENT CARE SERVICES

9.1 Measure patient's blood pressure.
9.2 Take patient's pulse and respiration.
9.3 Measure patient's height and weight.
9.4 Measure patient for pressure garment.
9.5 Assess patient's body alignment.
9.6 Position patient for examination or treatment.
9.7 Turn patient.
9.8 Drape patient for physical examination/treatment.
9.9 Assist patient with assistive/supportive devices.
9.10 Assist patient in pain.
9.11 Instruct patient in use of body mechanics.
9.12 Assist patient with dangling.
9.13 Assist patient with standing.
9.14 Assist patient with walking.
9.15 Assist patient in using a cane.
9.16 Assist patient in using a quad cane.
9.17 Assist patient in using a walker.
9.18 Assist patient in using a wheelchair.
9.19 Assist patient in using crutches.
9.20 Apply and remove a brace.
9.21 Apply a splint.
9.22 Transfer patient between stretcher and bed/treatment table.
9.23 Transfer patient to and from wheelchair.
9.24 Direct patient in use of exercise equipment.
9.25 Verify patient's identification.
9.26 Change patient's bandage or dressing.
9.27 Attach gait belt to patient.
9.28 Instruct patient in bed mobility activities.
9.29 Adjust physical therapy devices.
9.30 Apply protective restraints.
9.31 Apply elastic bandage.
9.32 Apply topical ointment.
9.33 Apply antiembolism elastic stockings.
9.34 Assist a patient who has fallen.

DUTY AREA
9. PROVIDING PATIENT CARE SERVICES

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
9.1 Measure patient's blood pressure.

PERFORMANCE OBJECTIVE
P9.1 Given an instructor demonstration and a stethoscope, sphygmomanometer, and other necessary equipment, measure patient's blood pressure. The systolic and diastolic recorded readings must be within plus or minus four points.

PERFORMANCE MEASURE
M9.1 Instructor-prepared checklist, all items rated acceptable

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Define *blood pressure, systolic,* and *diastolic.*
2. Describe the anatomy of the circulatory system.
3. Discuss factors that influence blood pressure.
4. Demonstrate ways of taking blood pressure.
5. Demonstrate recording systolic and diastolic blood pressure readings on patient's chart.

DUTY AREA
9. PROVIDING PATIENT CARE SERVICES

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
9.2 Take patient's pulse and respiration.

PERFORMANCE OBJECTIVE
P9.2 Given an instructor demonstration and a watch with a second hand, take patient's pulse and respiration. The pulse rate must be recorded to within plus or minus four beats and the respiratory rate to within plus or minus two breaths.

PERFORMANCE MEASURE
M9.2 Instructor-prepared checklist, all items rated acceptable

ENABLING OBJECTIVES / LEARNING ACTIVITIES

1. Define *respiration, pulse,* and *radial pulse.*
2. Describe the anatomy of the respiratory system.
3. Discuss factors that influence pulse and respiration.
4. Identify the various pulse sites and those best suited for measuring pulse.
5. Demonstrate methods of measuring pulse.
6. Demonstrate methods of measuring respiration.
7. Demonstrate recording of information on patient's chart.

DUTY AREA
9. PROVIDING PATIENT CARE SERVICES

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
9.3 Measure patient's height and weight.

PERFORMANCE OBJECTIVE
P9.3 Given a physician's balance, infant scale, measuring tape, or a scale equipped with a measuring device, measure patient's height and weight. The weight must be recorded to within 1/2 pound (gram) and the height measurement within 1/2 inch (cm).

PERFORMANCE MEASURE
M9.3 Instructor-prepared checklist, all items rated acceptable

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Identify height and weight scale calibrations.
2. Discuss conversion of inches to feet, centimeters to millimeters, and pounds to grams.
3. Demonstrate proper positioning of the patient on the scale for recording weight.
4. Demonstrate the use of infant balance.
5. Explain recording height and weight measurements.
6. Demonstrate measuring the length of an infant.
7. Demonstrate weighing and measuring a patient who is confined to a bed.
8. Explain how to measure the height of a child.
9. Discuss problems with weighing and measuring an uncooperative patient.

DUTY AREA
9. PROVIDING PATIENT CARE SERVICES

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
9.4 Measure patient for pressure garment.

PERFORMANCE OBJECTIVE
P9.4 Given an instructor demonstration, a mannequin, tape, scissors, measuring tape, a physician prescription, and other necessary equipment, measure patient for pressure garment. Measurements must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M9.4 Instructor-prepared checklist, all items rated acceptable

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Explain procedure for using a pressure garment.
2. Discuss reasons why a patient might need a pressure garment.
3. Outline procedures to follow when measuring a patient for a pressure garment:
   A. Place patient in booth.
   B. Expose area to be measured.
   C. Position extremity so tape can go completely around.
   D. Attach tapes securely.
   E. Cut strips in appropriate places.
   F. Label tape as to right or left, if area is an extremity.
4. Discuss ordering of pressure garment.

DUTY AREA
9. PROVIDING PATIENT CARE SERVICES

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
9.5 Assess patient's body alignment.

PERFORMANCE OBJECTIVE
P9.5 Given a mannequin, pillows, supportive aids (footboard, handroll, etc.), and other necessary equipment, assess patient's body alignment. Maximum body alignment must be obtained according to instructor's guidelines.

PERFORMANCE MEASURE
M9.5 Instructor-prepared checklist, all items rated acceptable

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Explain importance of proper body alignment.
2. Discuss aspects of patient that need to be assessed for proper body alignment:
   A. head up, eyes straight ahead
   B. neck and back straight
   C. arms relaxed and at sides
   D. chest up and out
   E. abdomen tucked in
   F. knees slightly flexed
   G. feet slightly apart, toes pointing forward.
3. Demonstrate use of supportive aids such as footboard, trochanter roll, pillows, and handroll to relieve any stress and strain on the muscles.
4. Discuss the use of flexion in positioning to relieve stress and strain on the muscles.
5. Demonstrate the assessment of body alignment from side-to-side and front-to-back.
6. Describe ways of reporting to therapist observations regarding body alignment.

DUTY AREA
9. PROVIDING PATIENT CARE SERVICES

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
9.6 Position patient for examination or treatment.

PERFORMANCE OBJECTIVE
P9.6 Given a mannequin, pillows, supportive aids, drapings, chair or examination table, and patient's treatment plan, position patient for examination or treatment. Patient must be positioned safely and comfortably for planned examination or treatment, and patient's privacy must be maintained at all times.

PERFORMANCE MEASURE
M9.6 Instructor-prepared checklist, all items rated acceptable

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Discuss importance of proper positioning.
2. Describe study of body mechanics.
3. Identify the various body positions:
   A. supine
   B. prone
   C. sitting
   D. standing
   E. lateral/sims.
4. Describe body position required for various treatments and examinations.
5. Review use of supportive aids. (Task 9.5)
6. Demonstrate aligning patient's body.
7. Discuss safety procedures to follow when positioning a patient.
8. Outline other procedures to follow when positioning a patient.
9. Describe charting procedures.

DUTY AREA
9. PROVIDING PATIENT CARE SERVICES

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
9.7 Turn patient.

PERFORMANCE OBJECTIVE
P9.7 Given a simulated situation with patient in a hospital bed, turn patient. The patient must be turned without injury and with minimal discomfort according to instructor's guidelines.

PERFORMANCE MEASURE
M9.7 Instructor-prepared checklist, all items rated acceptable

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review study of body mechanics. (Task 9.6)
2. Outline procedures for turning patients in various body positions.
3. Discuss safety procedures to follow when turning a patient.
4. Review use of supportive aids to ensure patient comfort. (Task 9.5)

DUTY AREA
9. PROVIDING PATIENT CARE SERVICES

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
9.8 Drape patient for physical examination/treatment.

PERFORMANCE OBJECTIVE
P9.8 Given a mannequin, gown, towels, sheets, and treatment table, drape patient for physical examination or treatment. Patient privacy must be maintained. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M9.8 Instructor-prepared checklist, all items rated acceptable

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Define draping.
2. Describe reasons for draping.
3. Identify types of patients needing to be draped.
4. Discuss the rules for draping.
5. Outline procedures for draping a patient undergoing an examination.
6. Outline procedures for draping a patient undergoing one of the following treatments:
   A. upper extremity or shoulder treatment
   B. lower extremity treatment
   C. back treatment.

DUTY AREA
9. PROVIDING PATIENT CARE SERVICES

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
9.9 Assist patient with assistive/supportive devices.

PERFORMANCE OBJECTIVE
P9.9 Given manufacturer's instructions and the equipment specified in the physical therapy treatment plan, assist patient with assistive/supportive devices. The use and care procedures for assistive/supportive devices must be reviewed for the patient in accordance with the manufacturer's instructions.

PERFORMANCE MEASURE
M9.9 Instructor-prepared checklist, all items rated acceptable

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Identify types of assistive and supportive devices.
2. Explain the use of various assistive and supportive devices.
3. Discuss interpreting physician's orders and treatment plan in selecting the proper supportive/assistive device for the patient.
4. Describe the necessary steps in reviewing the supportive/assistive devices' use and care procedures with patient:
   A. Verbalize key points.
   B. Demonstrate procedure to patient.
   C. Have patient demonstrate procedure.
5. Explain all safety procedures when using the various supportive/assistive devices.

DUTY AREA
9. PROVIDING PATIENT CARE SERVICES

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
9.10 Assist patient in pain.

PERFORMANCE OBJECTIVE
P9.10 Given a simulated situation of a patient in pain, patient's chart, pain drawing, and treatment table/chair, assist patient in pain. Patient's comfort and safety must be maintained. Student demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M9.10 Instructor-prepared checklist, all items rated acceptable

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Discuss questioning of patient to determine the location, type (burning, stabbing, etc.), and intensity of pain.
2. Describe charting the location, type, and intensity of pain on pain drawing.
3. Explain ways of locating possible sources of patient's pain.
4. Describe ways of eliminating source of pain when possible.
5. Describe steps to follow when pain cannot be stopped:
   A. Call for medical assistance.
   B. Remain with patient until assistance arrives.
   C. Assist medical personnel as directed.
6. Review recording procedures on patient's chart.

DUTY AREA
9. PROVIDING PATIENT CARE SERVICES

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
9.11 Instruct patient in use of body mechanics.

PERFORMANCE OBJECTIVE
P9.11 Given a simulated situation of a patient with an existing injury, patient's chart, and physical therapy treatment plan, instruct patient in use of body mechanics. Instructions must be clearly verbalized to the patient so that he/she can demonstrate body mechanics to the physical therapist assistant.

PERFORMANCE MEASURE
M9.11 Instructor-prepared checklist, all items rated acceptable

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Describe body mechanics.
2. Review interpreting patient treatment plan/physician's orders.
3. Explain body mechanics' procedures.
4. Demonstrate body mechanics' procedures.
5. Discuss safety precautions.
6. Describe recording of patient's progress in physical therapy treatment plan.

DUTY AREA
9. PROVIDING PATIENT CARE SERVICES

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
9.12 Assist patient with dangling.

PERFORMANCE OBJECTIVE
P9.12 Given a pillow, stethoscope, sphygmomanometer, watch with second hand, and physician's orders/ treatment plan in a simulated situation, assist patient with dangling. Patient's safety must be monitored at all times and procedures must be charted as required by physical therapy department.

PERFORMANCE MEASURE
M9.12 Instructor-prepared checklist, all items rated acceptable

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpretation of physical therapy treatment plan.
2. Review taking of patient's pulse and respiration (Task 9.2), and blood pressure (Task 9.1).
3. Outline procedures to follow when assisting patient with dangling:
   A. Take patient's vital signs.
   B. Position one arm around patient's shoulders and the other arm under patient's knees.
   C. Pivot patient toward you.
   D. Allow patient's legs to hang over side of bed/table.
   E. Tuck rolled pillow at patient's back.
   F. Instruct patient to swing legs for prescribed time.
4. Demonstrate above procedures to follow when assisting a patient with dangling.
5. Explain necessity of observing patient during dangling.
6. Outline procedures to follow to return patient to resting position:
   A. Replace pillow at head of bed/table.
   B. Position arms around patient as described above (objective #3. B).
   C. Pivot patient back into bed.
   D. Take patient's vital signs.
   E. Ensure patient's comfort.
   F. Chart patient's tolerance to dangling, as required by physical therapy department guidelines.
7. Demonstrate above procedures to follow to return patient to resting position.
8. Explain recording procedures on patient's chart.

DUTY AREA
9. PROVIDING PATIENT CARE SERVICES

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
9.13 Assist patient with standing.

PERFORMANCE OBJECTIVE
P9.13 Given a gait belt, patient's chart, and physical therapy treatment plan in a simulated situation, assist patient with standing. Patient must be monitored and assisted throughout the standing exercise.

PERFORMANCE MEASURE
M9.13 Instructor-prepared checklist, all items rated acceptable

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review assessment of patient's treatment plan to determine the amount of assistance needed.
2. Outline steps to follow when preparing patient for standing:
   A. Elevate head of bed.
   B. Fold top bedding back toward foot of bed.
   C. Assist patient in dangling (Task 9.12).
   D. Take patient's pulse (Task 9 2).
   E. Place patient's feet firmly on floor.
   F. Assist patient to come to standing position.
3. Demonstrate above procedures to follow when preparing a patient for standing.
4. Review safety precautions when assisting a patient with standing.
5. Describe observations of the patient that should be made (i.e., change in skin color, pulse, etc.)
6. Explain recording procedures on patient's chart.

DUTY AREA
9. PROVIDING PATIENT CARE SERVICES

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
9.14 Assist patient with walking.

PERFORMANCE OBJECTIVE
P9.14 Given a simulated situation with a patient's chart, physician's order/treatment plan, gait belt, sphygmomanometer, stethoscope, and watch with second hand, assist patient with walking. Safety procedures must be monitored throughout the ambulation exercise.

PERFORMANCE MEASURE
M9.14 Instructor-prepared checklist, all items rated acceptable

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpretation of walking exercise procedures according to physician's orders.
2. Review taking of vital signs (Tasks 9.1 and 9.2).
3. Review procedures to assist patient in dangling (Task 9.12).
4. Explain use of gait belt.
5. Demonstrate use of gait belt.
6. Review procedures to follow when assisting patient with standing (Task 9.13).
7. Outline steps to follow when assisting patient with walking:
   A. Take vital signs.
   B. Assist patient to dangle.
   C. Position gait belt around patient's waist.
   D. Assist patient to stand.
   E. Place arm around patient's waist.
   F. Walk with patient.
8. Demonstrate above procedures to follow when assisting patient with walking.
9. Explain safety precautions to follow when assisting patient with walking.
10. Describe procedures to follow if patient feels faint:
    A. Support patient with hip and leg.
    B. Lower patient to floor.
    C. Call for assistance.
11. Demonstrate above procedures to follow if patient feels faint.
12. Demonstrate assisting patient back to bed/table.
13. Describe charting of walking practice.

DUTY AREA
9. PROVIDING PATIENT CARE SERVICES

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
9.15 Assist patient in using a cane.

PERFORMANCE OBJECTIVE
P9.15 Given a cane, patient chart, physician's orders/treatment plan, and other necessary equipment in a simulated situation, assist patient in using a cane. The cane must be checked for rubber safety tip and adjusted to meet patient's needs. Safety procedures must be monitored throughout the cane walking practice.

PERFORMANCE MEASURE
M9.15 Instructor-prepared checklist, all items rated acceptable

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Identify various types of canes:
   A. standard wooden cane
   B. standard aluminum cane
   C. quad cane
   D. "T" cane
   E. Orthocane
   F. spade handle cane.
2. Describe procedures for cane walking on level surfaces, up and down steps, and when opening doors.
3. Demonstrate cane walking procedures with patient.
4. Review procedures to follow when assisting patient to stand (Task 9.13).
5. Demonstrate checking rubber safety tip and adjusting length of cane according to patient's height.
6. Demonstrate positioning of cane for patient use.
7. Describe safety precautions to follow during cane walking practice.
8. Explain charting procedures.

DUTY AREA
9. PROVIDING PATIENT CARE SERVICES

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
9.16 Assist patient in using a quad cane.

PERFORMANCE OBJECTIVE
P9.16 Given a quad cane, patient's chart, physician's orders/treatment plan, and other necessary equipment in a simulated situation, assist patient in using a quad cane. The quad cane must be checked for rubber safety tips and adjusted to meet patient's needs. Safety procedures must be monitored throughout the quad cane walking practice.

PERFORMANCE MEASURE
M9.16 Instructor-prepared checklist, all items rated acceptable

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review cane types.
2. Describe quad cane walking procedures on level surfaces, up and down steps, and when opening doors.
3. Demonstrate quad cane walking procedures with patient.
4. Review assisting patient to stand (Task 9.13).
5. Demonstrate checking rubber safety tips and adjusting height of quad cane according to patient's height.
6. Describe positioning of quad cane.
7. Explain safety precautions and supervision of patient during quad cane walking practice.
8. Describe charting procedures.

DUTY AREA
9. PROVIDING PATIENT CARE SERVICES

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
9.17 Assist patient in using a walker.

PERFORMANCE OBJECTIVE
P9.17 Given a walker, patient's chart, physician's orders/treatment plan, and other necessary equipment in a simulated situation, assist patient in using a walker. Equipment must be adjusted to meet patient's needs, and safety procedures must be monitored throughout the walker walking practice.

PERFORMANCE MEASURE
M9.17 Instructor-prepared checklist, all items rated acceptable

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Identify types of walkers:
   A. pick-up walker
   B. wheeled walker.
2. Demonstrate inspection of walker to ensure it has rubber tips on legs and hand grips.
3. Describe walker walking procedures.
4. Describe positioning of walker.
5. Review assisting patient to stand (Task 9.13).
6. Demonstrate adjusting walker height so that hand bar is just below patient's waist.
7. Demonstrate walker walking procedures with patient.
8. Explain safety precautions and supervision of patient during walker walking practice.
9. Describe charting procedures.

DUTY AREA
9. PROVIDING PATIENT CARE SERVICES

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
9.18 Assist patient in using a wheelchair.

PERFORMANCE OBJECTIVE
P9.18 Given a wheelchair, patient's chart, physician's orders/treatment plan in a simulated situation, assist patient in using a wheelchair. Safety procedures must be monitored throughout the wheelchair practice.

PERFORMANCE MEASURE
M9.18 Instructor-prepared checklist, all items rated acceptable

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Identify types of wheelchairs.
2. Demonstrate wheelchair operating procedures according to manufacturer's instructions.
3. Discuss communicating to patient how to operate wheelchair
   A. on level surface
   B. on inclined surface
   C. when opening/closing doors.
4. Demonstrate wheelchair operation
   A. on level surface
   B. on inclined surface
   C. when opening/closing doors.
5. Describe safety precautions when operating a wheelchair.
6. Explain charting procedures.

DUTY AREA
9. PROVIDING PATIENT CARE SERVICES

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
9.19 Assist patient in using crutches.

PERFORMANCE OBJECTIVE
P9.19 Given crutches, patient's chart, physician's orders/treatment plan, and other necessary equipment in a simulated situation, assist patient in using crutches. Crutches must be checked for rubber safety tips and adjusted to meet patient's needs. Safety procedures must be monitored throughout the crutch walking exercise.

PERFORMANCE MEASURE
M9.19 Instructor-prepared checklist, all items rated acceptable

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Identify types of crutches:
   A. axillary
   B. Loftstrand
   C. platform
   D. Kenny
   E. Canadian.
2. Review assisting patient to stand (Task 9.13).
3. Describe checking rubber safety tips and adjusting crutches to fit patient.
4. Describe positioning and use of crutches.
5. Demonstrate positioning and use of crutches.
6. Explain safety precautions to follow during crutch walking exercise.
7. Describe charting procedures.

DUTY AREA
9. PROVIDING PATIENT CARE SERVICES

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
9.20 Apply and remove a brace.

PERFORMANCE OBJECTIVE
P9.20 Given a mannequin, brace, padding, patient's chart, physical therapy treatment plan and other necessary equipment, apply and remove a brace. Patient must be positioned for easiest access to braced area, and brace must be adjusted to fit curves of body or extremity.

PERFORMANCE MEASURE
M9.20 Instructor-prepared checklist, all items rated acceptable

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Identify reasons for bracing.
2. Describe positioning of patient for easiest access to treatment area.
3. Demonstrate positioning of patient.
4. Outline procedures to follow when applying brace:
   A. Fit brace on patient ensuring brace molds to curves of body.
   B. Secure straps of brace for a secure fit.
   C. Check pressure areas under brace.
   D. Ensure patient's comfort.
5. Demonstrate applying a brace.
6. Outline procedures to follow when removing brace:
   A. Release straps.
   B. Remove brace.
   C. Check pressure areas under brace.
   D. Ensure patient's comfort.
   E. Store brace in designated area.
7. Demonstrate removing brace.
8. Describe charting procedure.

DUTY AREA
9. PROVIDING PATIENT CARE SERVICES

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
9.21 Apply a splint.

PERFORMANCE OBJECTIVE
P9.21 Given a mannequin, splint, cotton padding, elastic bandage, patient's chart, physician's orders/ treatment plan, and other necessary equipment, apply a splint. Splint must be applied securely below the break and above the joint. Circulation to area must be maintained.

PERFORMANCE MEASURE
M9.21 Instructor-prepared checklist, all items rated acceptable

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Describe reasons for splinting.
2. Explain the importance of positioning the treatment area into proper body alignment.
3. Demonstrate positioning treatment area into proper body alignment.
4. Describe applying splint.
5. Demonstrate applying splint.
6. Explain the importance of checking area to maintain circulation.
7. Describe charting the splinting procedure.

7. Describe charting the splinting procedure.

DUTY AREA
9. PROVIDING PATIENT CARE SERVICES

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
9.22 Transfer patient between stretcher and bed/treatment table.

PERFORMANCE OBJECTIVE
P9.22 Given a mannequin, stretcher, bed/treatment table, and other special devices, transfer patient between stretcher and bed/treatment table. Patient must be transferred using special devices and additional workers to ensure patient's safety and comfort.

PERFORMANCE MEASURE
M9.22 Instructor-prepared checklist, all items rated acceptable

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Identify methods of lifting a patient.
2. Review rules to follow to ensure proper body alignment (Task 9.5).
3. Describe the assembling of equipment necessary to lift the patient.
4. Demonstrate assembling the equipment.
5. Explain all safety precautions.
6. Demonstrate positioning of stretcher.
7. Outline procedures to follow when transferring a patient who can assist:
   A. Signal patient when ready to make the transfer.
   B. Instruct patient to slide slowly from bed to stretcher.
8. Demonstrate transferring a patient who can assist.
9. Identify equipment and procedures to use when transferring a patient who cannot assist:
   A. assisted lift
   B transfer sheet
   C. sliding board
   D. roller.
10. Demonstrate transferring a patient who cannot assist.

DUTY AREA
9. PROVIDING PATIENT CARE SERVICES

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
9.23 Transfer patient to and from wheelchair.

PERFORMANCE OBJECTIVE
P9.23 Given a wheelchair, gait belt, foot stool, and other necessary equipment in a simulated situation, transfer patient to and from wheelchair. The patient must be transferred without injury to patient or damage to equipment. All safety procedures must be observed.

PERFORMANCE MEASURE
M9.23 Instructor-prepared checklist, all items rated acceptable

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review parts of wheelchair (Task 9.18)
2. Describe positioning of wheelchair for patient use.
3. Demonstrate positioning of wheelchair.
4. Explain safety precautions to follow when using a wheelchair.
5. Discuss assessing patient's degree of mobility in order to select method of transfer.
6. Review use of gait belt in assisting a patient to stand (Task 9.13).
7. Describe two methods for transferring a patient:
   A. one-person pivot transfer
   B. two-person lift.
8. Demonstrate one-person pivot transfer to wheelchair.
9. Demonstrate two-person lift to wheelchair.
10. Demonstrate reverse procedure to remove patient from wheelchair.

DUTY AREA
9. PROVIDING PATIENT CARE SERVICES

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
9.24 Direct patient in use of exercise equipment.

PERFORMANCE OBJECTIVE
P9.24 Given patient's chart, physician's orders/treatment plan, and exercise equipment in a simulated situation, direct patient in use of exercise equipment. Exercise equipment instructions must include a verbal explanation and a physical demonstration. All safety precautions must be followed.

PERFORMANCE MEASURE
M9.24 Instructor-prepared checklist, all items rated acceptable

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Identify various types of exercise equipment.
2. Demonstrate operation of each type of equipment according to manufacturer's instructions.
3. Describe the safety precautions to follow with each type of equipment.
4. Outline the procedure to follow when directing a patient in use of exercise equipment:
   A. Explain exercise equipment's purpose and function.
   B. Explain exercise equipment's operating procedure.
   C. Demonstrate exercise equipment's operating procedure.
5. Demonstrate directing a patient in use of exercise equipment.
6. Explain the importance of verifying patient comprehension of the operation procedures for the exercise equipment.
7. Demonstrate the positioning of patient on the exercise equipment.
8. Describe monitoring of patient during the exercise activity.
9. Demonstrate assisting patient off exercise equipment.
10. Explain recording of patient's exercise progress on treatment plan.

DUTY AREA
9. PROVIDING PATIENT CARE SERVICES

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
9.25 Verify patient's identification.

PERFORMANCE OBJECTIVE
P9.25 Given outpatient form, patient's chart, physician's orders/treatment plan, and patient's identification card and bracelet, verify patient's identification in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M9.25 Role-play activity, in accordance with instructor's guidelines

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Describe the importance of good communication between physical therapist assistant and patient.
2. List identification documentation that must be obtained from patient:
   A. new outpatient
      (1) identification card
      (2) institution's outpatient form
      (3) physician's order
      (4) patient's chart.
   B. established outpatient
      (1) identification card
      (2) visual recognition.
   C. inpatient/skilled care patient
      (1) identification bracelet
      (2) identification card
      (3) patient's chart.
3. Demonstrate verifying patient identification.

DUTY AREA
9. PROVIDING PATIENT CARE SERVICES

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
9.26 Change patient's bandage or dressing.

PERFORMANCE OBJECTIVE
P9.26 Given bandages, dressings, tape, and other supplies, change patient's bandage or dressing. Sterile bandage/dressing must be applied to the designated area, maintaining sterile techniques.

PERFORMANCE MEASURE
M9.26 Instructor-prepared checklist, all items rated acceptable

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Identify and explain the use of various types of bandages (i.e., roller, gauzed, triangular, elastic).
2. Explain the difference between sterile and nonsterile dressings.
3. Identify indications for sterile procedures.
4. Review handwashing procedures.
5. Demonstrate removal of old dressing or bandage.
6. Discuss disposal of old dressings or bandages.
7. Demonstrate how to apply new dressing or bandage.
8. List observations that should be reported regarding the treated area.
9. Explain recording of dressing change information on patient's chart.

DUTY AREA
9. PROVIDING PATIENT CARE SERVICES

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
9.27 Attach gait belt to patient.

PERFORMANCE OBJECTIVE
P9.27 Given a gait belt and gait train orders in a simulated situation, attach gait belt to patient. Safety procedures must be followed throughout ambulation treatment.

PERFORMANCE MEASURE
M9.27 Instructor-prepared checklist, all items rated acceptable

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Describe correct positioning of patient.
2. List observations that should be made to ensure that the patient does not have waist and back problems.
3. Outline steps to follow when attaching the gait belt:
   A. Apply gait belt somewhat tightly around patient's waist.
   B. Secure gait belt fasteners.
   C. Verify that belt is snug and secure.
   D. Move patient to standing position and tighten or loosen belt, if necessary.
4. Demonstrate the use of a gait belt.
5. Review all safety procedures.

DUTY AREA
9. PROVIDING PATIENT CARE SERVICES

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
9.28 Instruct patient in bed mobility activities.

PERFORMANCE OBJECTIVE
P9.28 Given a trapeze and a simulated situation in which a patient is confined to a bed, instruct patient in bed mobility activities. Patient's comfort and safety must be maintained.

PERFORMANCE MEASURE
M9.28 Role-play activity, in accordance with instructor's guidelines

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Discuss benefits of bed mobility activities.
2. Explain bed mobility procedures:
   A. Roll from side to side.
   B. Move from prone to supine.
   C. Move from supine to prone.
   D. Move from supine to sit.
   E. Move from sit to supine.
3. Demonstrate bed mobility procedures.
4. Explain use of overhead trapeze:
   A. Bend both knees.
   B. Grasp both hands around trapeze bar.
   C. Push with feet and pull self up with hands.
5. Demonstrate use of overhead trapeze.
6. Explain all safety precautions.

DUTY AREA
9. PROVIDING PATIENT CARE SERVICES

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
9.29 Adjust physical therapy devices.

PERFORMANCE OBJECTIVE
P9.29 Given physical therapy devices, manufacturer's instructions, tools, patient's chart, and a simulated situation, adjust physical therapy devices. Physical therapy devices must fit patient securely and comfortably and provide support/assistance.

PERFORMANCE MEASURE
M9.29 Instructor-prepared checklist, all items rated acceptable

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Identify physical therapy devices.
2. Explain use of various physical therapy devices.
3. Demonstrate use of various physical therapy devices.
4. Discuss adjustment of physical therapy devices.
5. Demonstrate adjusting physical therapy devices.
6. Explain recording adjustment procedures on patient's chart.

DUTY AREA
9. PROVIDING PATIENT CARE SERVICES

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
9.30 Apply protective restraints.

PERFORMANCE OBJECTIVE
P9.30 Given a protective restraint (vest, belt or body, wrist or ankle, hand) and a simulated situation in which a patient must be restrained, apply protective restraints. The protective restraints must restrict the movement of the applicable body part without interfering with the physical therapy treatment and patient's circulation, and they must not aggravate patient's other health problems.

PERFORMANCE MEASURE
M9.30 Instructor-prepared checklist, all items rated acceptable

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Identify various types of protective restraints: vest, body or belt, wrist or ankle, hand.
2. Discuss reasons for using restraints.
3. Explain safety precautions.
4. Explain and demonstrate procedures for applying restraints:
   A. vest restraints
      (1) Place vest over patient's clothing.
      (2) Ensure that clothing and vest are not wrinkled.
      (3) Secure straps to movable portion of bed frame.
   B. belt or body restraint
      (1) Fasten the top or smaller belt around the patient's waist.
      (2) Fasten the lower belt to the movable part of the bed frame.
   C. wrist or ankle restraint
      (1) Apply pad around wrist or ankle.
      (2) Pull strap through slit.
      (3) Attach strap to movable portion of bed frame using half-bow knot.
   D. hand restraint
      (1) Apply mitt to hand to be restrained, making sure fingers are flexed and are not caught under hand.
      (2) Wash and exercise hand every 12 hours, if mitt is worn for more than one day.
5. Explain charting of information concerning patient's restraint.

DUTY AREA
9. PROVIDING PATIENT CARE SERVICES

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
9.31 Apply elastic bandage.

PERFORMANCE OBJECTIVE
P9.31 Given a mannequin, elastic bandages, elastic bandage fastener, and physician's order/treatment plan, apply elastic bandage. The bandage must cover treatment area, fit snugly and smoothly, and allow for circulation.

PERFORMANCE MEASURE
M9.31 Instructor-prepared checklist, all items rated acceptable

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review sterile procedures.
2. Identify and explain the use of an elastic bandage.
3. Discuss safety precautions.
4. Outline steps to follow when applying an elastic bandage:
   A. Position patient so extremity to be wrapped is level with the heart.
   B. Wrap from distal to proximal part of extremity.
   C. Anchor beginning of bandage with snag clips.
   D. Apply bandage in a figure eight with firm, even pressure, avoiding wrinkles.
   E. Ensure that area to be wrapped is completely covered.
   F. Anchor end of bandage.
5. Demonstrate application of an elastic bandage.
6. List observations that should be reported (skin color change, change in pulse).

DUTY AREA
9. PROVIDING PATIENT CARE SERVICES

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
9.32 Apply topical ointment.

PERFORMANCE OBJECTIVE
P9.32 Given a mannequin, tape, ointment, gauze/bandage, and other necessary equipment, apply topical ointment. The ointment must be applied to the affected area with minimal pain and discomfort to the patient.

PERFORMANCE MEASURE
M9.32 Instructor-prepared checklist, all items rate acceptable

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Describe different types of ointments and their uses.
2. Demonstrate cleansing of injured area.
3. Describe application of topical ointment.
4. Demonstrate application of topical ointment.

DUTY AREA
9. PROVIDING PATIENT CARE SERVICES

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
9.33 Apply antiembolism elastic stockings.

PERFORMANCE OBJECTIVE
P9.33 Given a mannequin and a pair of antiembolism elastic stockings, apply antiembolism elastic stockings. Stockings must be the correct size and free of wrinkles.

PERFORMANCE MEASURE
M9.33 Instructor-prepared checklist, all items rated acceptable

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Define terminology related to antiembolism stockings.
2. Discuss situations in which antiembolism stockings are necessary.
3. Describe how to determine the correct size of stockings.
4. Outline procedure for applying antiembolism elastic stockings:
   A. Turn stocking inside out for half of the stocking length.
   B. Slip stocking onto treatment area.
   C. Pull inverted portion of stocking over treatment area, smoothing wrinkles and folds.
5. Demonstrate application of antiembolism elastic stockings.
6. Identify signs of impaired circulation.
7. Explain how to care for stockings.

DUTY AREA
9. PROVIDING PATIENT CARE SERVICES

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
9.34 Assist a patient who has fallen.

PERFORMANCE OBJECTIVE
P9.34 Given a first aid kit and a simulated situation in which a patient has fallen, assist a patient who has fallen. The patient must be monitored and first aid provided, according to agency's procedures.

PERFORMANCE MEASURE
M9.34 Role-play activity, in accordance with instructor-provided guidelines

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Discuss the importance of reassuring the patient.
2. Identify possible injuries that might occur from a fall.
3. Describe plan of action for assisting patients.
4. Discuss first aid treatment that might be necessary.
5. Demonstrate assisting a patient who has fallen.
6. List charting and reporting procedures.

10. PERFORMING SUPPORT SERVICES

10.1 Stock equipment and supplies.
10.2 Assist patient with catheter and drainage tube.
10.3 Prepare patient for treatment.
10.4 Set up equipment and supplies for treatment.
10.5 Instruct patient in use of assistive/supportive/rehabilitative devices.
10.6 Operate timing device.
10.7 Conduct preventive maintenance test on physical therapy equipment.
10.8 Order equipment and supplies.
10.9 Make ice massage sticks.
10.10 Repair physical therapy equipment.
10.11 Assemble physical therapy equipment.
10.12 Conduct culture tests.
10.13 Contact Bio-Med for re-evaluating modality equipment.

DUTY AREA
10. PERFORMING SUPPORT SERVICES

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
10. Stock equipment and supplies.

PERFORMANCE OBJECTIVE
P10.1 Given labels, supplies and equipment, stock room inventory sheets, and a storage area, stock equipment and supplies. Supplies and equipment must be organized and stored according to manufacturer's recommendations. Perishable items must be dated.

PERFORMANCE MEASURE
M10.1 Demonstration, in accordance with instructor-provided guidelines

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Identify areas to be used for storing items.
2. Discuss the importance of inspecting packages and checking expiration dates.
3. Discuss dating of perishable items.
4. Explain rotating stock so that new supplies are behind older supplies.
5. Demonstrate updating and filing of stock room inventory sheet.

DUTY AREA
10. PERFORMING SUPPORT SERVICES

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
10.2 Assist patient with catheter and drainage tube.

PERFORMANCE OBJECTIVE
P10.2 Given a mannequin with a catheter, hanging post drainage bag, and tubing, assist patient with catheter and drainage tube. Catheter and drainage tube must be located below the level of the patient's bladder. The drainage tube must be free of kinks and obstructions.

PERFORMANCE MEASURE
M10.2 Instructor-prepared checklist, all items rated acceptable

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review the anatomy of the urinary system.
2. Identify types of catheters (Foley, French).
3. Identify areas where infection can enter the drainage system.
4. Discuss the purpose of daily catheter care.
5. Demonstrate proper positioning of catheter bag.
6. Explain the importance of keeping the tubing straight.
7. List observations that should be made concerning a patient with a catheter and drainage tubes.

DUTY AREA
10. PERFORMING SUPPORT SERVICES

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
10.3 Prepare patient for treatment.

PERFORMANCE OBJECTIVE
P10.3 Given a sheet, examination gown, physician's orders/treatment plan, and a simulated situation in which a patient requires treatment, prepare patient for treatment. The patient must be gowned and correctly positioned, all necessary information must be collected, and patient's questions must be answered.

PERFORMANCE MEASURE
M10.3 Demonstration, in accordance with instructor-provided guidelines

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpreting physician's order/treatment plan for type of treatment to be administered.
2. Explain how to determine patient's physical ability.
3. List pre-examination procedures which must be performed:
   A. Obtain patient's pertinent medical history.
   B. Verify that patient has signed consent forms.
   C. Check treatment area for sensation and integrity of skin.
4. Review positioning of patient (Task 9.6).
5. Discuss the importance of explaining the procedure to the patient and answering patient's questions concerning the treatment.

DUTY AREA
10. PERFORMING SUPPORT SERVICES

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
10.4 Set up equipment and supplies for treatment.

PERFORMANCE OBJECTIVE
P10.4 Given physician's orders, physical therapy treatment plan, and physical therapy equipment and supplies, set up equipment and supplies for treatment. Prior to the patient's arrival, equipment and supplies must be identified, located, transferred to treatment area, and positioned as indicated by the treatment plan.

PERFORMANCE MEASURE
M10.4 Demonstration, in accordance with instructor-provided guidelines

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpreting treatment plan.
2. Identify physical therapy equipment and supplies.
3. Demonstrate positioning of supplies and equipment according to treatment plan.
4. Discuss the importance of verifying that equipment is functioning properly.

DUTY AREA
10. PERFORMING SUPPORT SERVICES

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
10.5 Instruct patient in use of assistive/supportive/rehabilitative devices.

PERFORMANCE OBJECTIVE
P10.5 Given physician's orders, supportive devices, assistive devices, manufacturer's instructions for the devices, and a simulated situation, instruct patient in use of assistive/supportive/rehabilitative devices. The patient must be informed regarding the function and usage of the equipment in accordance with manufacturer's instructions.

PERFORMANCE MEASURE
M10.5 Instructor-prepared checklist, all items rated acceptable

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Identify assistive/supportive/rehabilitative devices.
2. Explain the function of the devices.
3. Demonstrate use of the various devices.
4. Discuss all safety precautions in using devices.
5. Demonstrate care procedures for the equipment.

DUTY AREA
10. PERFORMING SUPPORT SERVICES

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
10.6 Operate timing device.

PERFORMANCE OBJECTIVE
P10.6 Given timer and patient's treatment plan, operate timing device. Timing device signal must be audible throughout physical therapy department.

PERFORMANCE MEASURE
M10.6 Demonstration, in accordance with instructor-provided guidelines

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Identify types of timing devices:
   A. mechanical timing device
   B. electrical timing device.
2. Demonstrate use of mechanical timing device.
3. Demonstrate use of electrical timing device.

DUTY AREA
10. PERFORMING SUPPORT SERVICES

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
10.7 Conduct preventive maintenance test on physical therapy equipment.

PERFORMANCE OBJECTIVE
P10.7 Given equipment manuals, equipment, and necessary tools, conduct preventive maintenance test on physical therapy equipment. Physical therapy equipment must be free of mechanical malfunctions and have all safety devices in place.

PERFORMANCE MEASURE
M10.7 Demonstration, in accordance with instructor-provided guidelines

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Identify equipment that needs testing.
2. Discuss use of manufacturer's manuals.
3. Demonstrate testing equipment for workability.
4. Outline steps to follow if equipment is not functioning within specifications:
   A. Inform supervisor and co-workers.
   B. Post "out of order" sign on equipment.
   C. Call for repair of equipment.
5. Explain recording of test date and results in department records.

DUTY AREA
10. PERFORMING SUPPORT SERVICES

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
10.8 Order equipment and supplies.

PERFORMANCE OBJECTIVE
P10.8 Given catalogs, order forms, and an inventory ledger, order equipment and supplies. Procedures for purchasing supplies must comply with agency policies.

PERFORMANCE MEASURE
M10.8 Role-play activity, in accordance with instructor-provided guidelines

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Discuss agencies policy for purchasing supplies.
2. List items that must be included on the purchase order form:
   A. name and address of vendor
   B. item name and description
   C. cost
   D. quantity
   E. method of shipping.
3. Demonstrate completing a purchase order for equipment and supplies.

DUTY AREA
10. PERFORMING SUPPORT SERVICES

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
10.9 Make ice massage sticks.

PERFORMANCE OBJECTIVE
P10.9 Given styrofoam cups, water, popsicle sticks, and other necessary equipment, make ice massage sticks. Ice massage sticks must be a solid block of ice and sized for the area to be massaged.

PERFORMANCE MEASURE
M10.9 Demonstration, in accordance with instructor-provided guidelines

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Outline steps to follow in making ice massage sticks:
   A. Fill containers 3/4 full of warm water.
   B. Cover containers with plastic wrap or aluminum foil.
   C. Place popsicle stick through covering so that it is centered in the cup.
   D. Place container in freezer in an upright and level position.
2. Demonstrate making ice massage sticks.
3. Describe uses of the ice massage sticks.

DUTY AREA
10. PERFORMING SUPPORT SERVICES

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
10.10 Repair physical therapy equipment.

PERFORMANCE OBJECTIVE
P10.10 Given tools, replacement parts, manufacturer's manual, and equipment to be repaired, repair physical therapy equipment. The equipment must operate within manufacturer's specifications.

PERFORMANCE MEASURE
M10.10 Demonstration, in accordance with instructor-provided guidelines

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Identify problems that might occur with equipment:
   A. loose part
   B. broken part
   C. calibration adjustment.
2. Discuss safety precautions when working on equipment.
3. Identify tools to use in repairing equipment.
4. Demonstrate repairing a piece of equipment.

DUTY AREA
10. PERFORMING SUPPORT SERVICES

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
10.11 Assemble physical therapy equipment.

PERFORMANCE OBJECTIVE
P10.11 Given tools, manufacturer's instructions manual, and unassembled physical therapy equipment, assemble physical therapy equipment. The equipment must be assembled following manufacturer's guidelines and specifications.

PERFORMANCE MEASURE
M10.11 Demonstration, in accordance with instructor-provided guidelines

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review the use of a manufacturer's instruction manual.
2. Demonstrate gathering of tools needed to assemble equipment.
3. Describe steps to follow when assembling equipment.
4. Demonstrate assembling a piece of physical therapy equipment.
5. Describe testing of equipment following manufacturer's guidelines and specifications.

DUTY AREA
10. PERFORMING SUPPORT SERVICES

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
10.12 Conduct culture tests.

PERFORMANCE OBJECTIVE
P10.12 Given culture sticks, labels, and equipment to be cultured, conduct culture tests. Culture sticks must be labeled with equipment name and date culture test was performed, and sterile techniques must be observed.

PERFORMANCE MEASURE
M10.12 Instructor-prepared checklist, all items rated acceptable

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Discuss the need for conducting culture tests at prescribed times to determine the presence of infectious growth.
2. Review sterile techniques when conducting culture tests.
3. Outline the steps to follow when conducting a culture test:
   A. Remove culture sticks from sterile package.
   B. Label culture sticks with equipment name and test date.
   C. Wipe culture stick on inside of equipment.
   D. Send culture sticks to lab.
4. Describe documentation procedures when conducting culture tests.

DUTY AREA
10. PERFORMING SUPPORT SERVICES

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
10.13 Contact Bio-Med for re-evaluating modality equipment

PERFORMANCE OBJECTIVE
P10.13 Given modality equipment, sticker tags on equipment, and a telephone in a simulated situation, contact Bio-Med for re-evaluating modality equipment. Bio-Med must be provided with necessary information and assistance.

PERFORMANCE MEASURE
M10.13 Role-play activity, in accordance with instructor-provided guidelines

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review proper telephone communications.
2. Discuss steps to follow when contacting Bio-Med.
3. Describe documenting re-evaluation information for quality control program.

11. PERFORMING PATIENT AND CARE PLAN ASSESSMENT

11.1 Interpret physical therapy patient's treatment plan.
11.2 Consult physical therapist on patient's progress.
11.3 Assess patient's progress and the effectiveness of treatment plan.
11.4 Complete patient's progress chart.
11.5 Conduct posture assessments.
11.6 Plan activities of daily living.
11.7 Plan work-hardening activities.
11.8 Consult with physician about patient's treatment plan.
11.9 Assess patient's tolerance and adjust treatment.
11.10 Consult with other patient care professionals.
11.11 Assess patient's range of motion.
11.12 Administer manual muscular functions tests.
11.13 Assist in functional capacity assessment.

DUTY AREA
11. PERFORMING PATIENT AND CARE PLAN ASSESSMENT

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
11.1 Interpret physical therapy patient's treatment plan.

PERFORMANCE OBJECTIVE
P11.1 Given paper, progress notes, and patient's chart, interpret physical therapy patient's treatment plan. Assistant's interpretation of the physical therapy treatment plan must match the physical therapist's interpretation and the physician's intended treatment. Department procedures and policies must be observed.

PERFORMANCE MEASURE
M11.1 Demonstration, in accordance with instructor's guidelines

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Explain how to read physical therapy patient plan thoroughly.
2. Explain how to record questions or discrepancies.
3. Indicate that assistant must contact therapist and discuss treatment plan.
4. Explain how to note any clarifications given.
5. Indicate that clarifications must be shared with other assistants.

DUTY AREA
11. PERFORMING PATIENT AND CARE PLAN ASSESSMENT

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
11.2 Consult physical therapist on patient's progress.

PERFORMANCE OBJECTIVE
P11.2 Given paper, progress notes, and patient's chart, consult physical therapist on patient's progress. Patient's identification must be verified, assistant's concerns communicated, and treatment plan changes and therapist's comments noted and recorded. Department procedures and policies must be observed.

PERFORMANCE MEASURE
M11.2 Demonstration, in accordance with instructor's guidelines

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Discuss importance of notifying therapist immediately of problems or questions concerning patient's reaction to treatment.
2. Explain how to contact therapist by telephone or in person.
3. Indicate that assistant must verify which patient is to be discussed before discussing specifics of treatment plan.
4. Discuss how to communicate progress made or concerns regarding patient's status.
5. Explain that treatment plan changes and therapist's comments should be noted.
6. Indicate that other assistants/aides should be informed of treatment plan changes and therapist's comments.
7. Explain how to document consultation with therapist, including treatment plan changes and therapist's comments.

DUTY AREA
11. PERFORMING PATIENT AND CARE PLAN ASSESSMENT

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
11.3 Assess patient's progress and the effectiveness of treatment plan.

PERFORMANCE OBJECTIVE
P11.3 Given paper and patient's chart, assess patient's progress and the effectiveness of treatment plan. Assessment must contain information about how patient feels and perceives his/her treatment, as well as information about patient's progress toward the treatment goals. Department procedures and policies must be observed.

PERFORMANCE MEASURE
M11.3 Demonstration in accordance with instructor's guidelines

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Indicate that assistant should verify patient's identification.
2. Explain how to review patient's chart and physical therapy treatment plan.
3. Discuss how to communicate with patient about
   A. how he/she feels
   B. what he/she thinks of his/her treatment
   C. any suggestions or comments he/she has.
4. Discuss how to evaluate the effectiveness of the treatment and patient's progress.
5. Explain how to document patient's feelings toward treatment and how to record the progress made towards patient's treatment goals.
6. Indicate that physical therapist should be informed of patient's progress assessment.

DUTY AREA
11. PERFORMING PATIENT AND CARE PLAN ASSESSMENT

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
11.4 Complete patient's progress chart.

PERFORMANCE OBJECTIVE
P11.4 Given treatment information and patient's progress chart, complete patient's progress chart. Patient's treatment information recorded in progress chart must include treatments received, date received, assistant's/aide's notes, treatment indications and contraindications, and patient's progress assessment. Entries must be legible and in accordance with physical therapy department guidelines.

PERFORMANCE MEASURE
M11.4 Instructor-prepared quiz, rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Indicate how to locate patient's progress chart.
2. Demonstrate how to assemble patient's treatment information.
3. Explain how to review patient's treatment information.
4. Demonstrate how to record treatment information in patient's progress chart:
   A. physical therapy treatments received
   B. date treatments received
   C. assistant's/aide's treatment notes
   D. treatment indications and contraindications
   E. patient's progress assessment.
5. Indicate that assistant should sign and date progress chart entry.
6. Indicate that patient's progress chart should be filed for future use.

DUTY AREA
11. PERFORMING PATIENT AND CARE PLAN ASSESSMENT

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
11.5 Conduct posture assessments.

PERFORMANCE OBJECTIVE
P11.5 Given a tape measure, treatment table/chair, and posture assessment form, conduct posture assessments. Patient's posture assessment must identify deviations from normal body alignment in sitting, walking, standing, and prone positions. Possible causes and possible physical therapy treatments of postural deviations must be identified. Information must be recorded in a legible manner, and department procedures and policies must be observed.

PERFORMANCE MEASURE
M11.5 Demonstration, in accordance with instructor's guidelines

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Explain how to review physician's orders and where to obtain posture assessment forms.
2. Indicate that assistant should greet patient and verify patient's identification.
3. Discuss how to explain the purpose of a posture assessment and the procedure that will be followed:
   A. sitting
   B. standing
   C. walking
   D. prone (lying down).
4. Demonstrate how to assess patient from anterior, posterior, and lateral views for each position.
5. Demonstrate how to identify and note deviations from normal postural alignment.
6. Demonstrate how to perform measurements as indicated:
   A. leg length
   B. muscle length
   C. chest expansion
   D. other measurements indicated by physician.
7. Discuss how to identify possible causes of postural deviations.
8. Demonstrate how to document posture assessment results.
9. Indicate that assistant should consult with physical therapist, physician, or other health professionals about possible physical therapy treatment or additional tests.
10. Indicate that copy of posture assessment should be placed in patient's chart.

DUTY AREA
11. PERFORMING PATIENT AND CARE PLAN ASSESSMENT

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
11.6 Plan activities of daily living.

PERFORMANCE OBJECTIVE
P11.6 Given patient's chart, physician's order, activities of daily living testing materials, and activities of daily living evaluation checklist, plan activities of daily living. Activities of daily living treatment plan must encourage patient to assume greater self-responsibility in the areas of bed activities, hygiene, eating activities, bathroom activities, dressing activities, communication, hand activities, elevation, and walking, as prescribed by physical therapist. Department procedures and policies must be observed.

PERFORMANCE MEASURE
M11.6 Instructor-prepared quiz, rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Explain how to review patient's chart for activities of daily living (ADL) history and social assessment of patient's needs.
2. Explain how to select evaluation tools and activities necessary to assess patient's potential level of function.
3. Explain how to secure appropriate equipment, space, and time for patient's ADL testing.
4. Indicate that assistant should greet patient and verify patient's identification.
5. Discuss how to provide clear, concise explanations and instructions to the patient.
6. Demonstrate how to assure patient's safety by using good body mechanics and how to provide assistance when needed during testing.
7. Discuss how to establish the patient's level of independence and requirements for ADL assistance for
   A. bed activities
   B. hygiene
   C. eating activities
   D. bathroom activities
   E. dressing activities
   F. communication
   G. hand activities
   H. elevation
   I. walking.
8. Demonstrate how to complete ADL evaluation checklist.
9. Discuss how to plan activities that provide and encourage patient to assume greater self-responsibility.
10. Explain how to identify activities that relate to outside world activities.
11. Demonstrate how to formulate a comprehensive ADL treatment plan.
12. Indicate that the ADL plan should be discussed with physical therapist and referring physician.
13. Explain how to document physical therapist's and physician's comments and suggestions regarding ADL treatment plan.
14. Explain how to report ADL treatment planning as required by physical therapy department guidelines.

DUTY AREA
11. PERFORMING PATIENT AND CARE PLAN ASSESSMENT

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
11.7 Plan work-hardening activities.

PERFORMANCE OBJECTIVE
P11.7 Given mats, rocks, boxes, bucket, shelves, gloves, weights, shovels, ladder, cybex/orthotron, physician's orders, patient's diagnosis, work evaluation form, and physical therapist's evaluation, plan work-hardening activities. Work-hardening activities must be planned to rehabilitate a patient according to his/her skills needed on the job and must be in accordance with physical therapy treatment plan and physician's orders. Information must be recorded in a legible manner, and department procedures and policies must be observed.

PERFORMANCE MEASURE
M11.7 Instructor-prepared quiz, rated acceptable based on program standard

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Explain how to review physical therapist's evaluation form and physical therapy treatment plan.
2. Discuss how to collect information from patient's job evaluation form about actual job duties:
   A. walking
   B. lifting
   C. bending
   D. stooping
   E. shoveling
   F. climbing
   G. lifting weights
   H. carrying
   I. pushing
   J. pulling
   K. twisting
   L other.
3. Demonstrate how to examine patient's limitations in the areas of
   A. ROM (range of motion)
   B. strength
   C. balance
   D. endurance.
4. Discuss how to plan patient's initial exercises according to patient's injury and limitations.
5. Demonstrate how to instruct patient in exercise plan.
6. Explain that exercises should be undertaken in 15-minute blocks or for a specified number of repetitions.
7. Indicate that patient should begin on half-day plan and progress to full-day plan.
8. Discuss how to add progressively to patient's exercise plan at each visit, increasing
   A. weights
   B. tasks
   C. time
   D. exercises
   E. repetitions.
9. Demonstrate how to assess patient's condition after each visit and adjust exercise plan accordingly.
10. Discuss how to help patient progress to independent program and eventually to independent work.
11. Demonstrate how to document work-hardening activities and patient's progress according to physical therapy department guidelines.

DUTY AREA
11. PERFORMING PATIENT AND CARE PLAN ASSESSMENT

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
11.8 Consult with physician about patient's treatment plan.

PERFORMANCE OBJECTIVE
P11.8 Given patient's chart, physician's orders, patient's medical records, physical therapist evaluation, and physical therapy treatment plan, consult with physician about patient's treatment plan.

PERFORMANCE MEASURE
M11.8 Instructor-prepared quiz, rated acceptable based on program standard

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Indicate that assistant should arrange meeting time with requesting physician.
2. Explain how to assemble medical information:
   A. patient's chart
   B. patient's medical records
   C. physician's orders/physical therapy treatment plan.
3. Discuss how to review medical information with requesting physician:
   A. Discuss physical therapy treatment goals and objectives:
      (1) immediate
      (2) short-term
      (3) long-term.
   B. Discuss past medical history which may affect therapy procedures:
      (1) medication
      (2) allergies
      (3) past test results
      (4) current symptoms
      (5) alert conditions
         a. high blood pressure
         b. weak heart
         c. diabetes
         d. thin blood.
   C. Discuss planned testing/treatment procedure with physician.
4. Demonstrate how to record pertinent patient information on patient's chart/treatment plan.
5. Indicate that physician's comments and suggestions should be shared with other physical therapy department staff.

DUTY AREA
11. PERFORMING PATIENT AND CARE PLAN ASSESSMENT

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
11.9 Assess patient's tolerance and adjust treatment.

PERFORMANCE OBJECTIVE
P11.9 Given goniometer, patient's chart, tolerance assessment sheet, and physical therapy treatment plan, assess patient's tolerance and adjust treatment. Patient must not experience pain or discomfort due to physical therapy treatment being received. Department procedures and policies must be observed.

PERFORMANCE MEASURE
M11.9 Demonstration, in accordance with instructor's guidelines

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Explain how to review patient's treatment plan and physician's orders.
2. Indicate that assistant should greet patient and verify patient's identification.
3. Discuss identifying how patient feels and explaining assessment procedure. Note that it is important that the patient understands that he/she must inform assistant as soon as pain or discomfort is experienced.
4. Demonstrate how to move patient slowly through treatment range, stopping immediately if patient experiences pain or discomfort.
5. Explain how to identify type of pain.
6. Demonstrate how to record area of pain on tolerance assessment sheet.
7. Explain how to continue treatment staying within established tolerance range.
8. Indicate that tolerance assessment sheet should be attached to patient chart for future treatments.

DUTY AREA
11. PERFORMING PATIENT AND CARE PLAN ASSESSMENT

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
11.10 Consult with other patient care professionals.

PERFORMANCE OBJECTIVE
P11.10 Given patient information, consult with other patient care professionals. Physical therapy assistant must provide clear and concise information using professional terms, lay terms, non-verbal and verbal communication. Department procedures and policies must be observed.

PERFORMANCE MEASURE
M11.10 Demonstration, in accordance with instructor's guidelines

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Indicate that assistant should greet patient care professional and identify himself or herself.
2. Discuss how to initiate appropriate and timely communication with care professional, using professional terms, lay terms, non-verbal, and verbal communication.
3. Discuss how to ask relevant and precise questions.
4. Demonstrate how to note information concisely and clearly.
5. Discuss how to analyze information and how to suggest a course of action which includes possible contingencies and alternative actions. Note that conversation should be limited to patient-oriented information. Indicate that care professional's time should not be wasted with gossip or idle chit-chat.
6. Indicate that care professional should be thanked for his/her time and information.
7. Demonstrate how to document patient-care professional consultation:
   A. professional's name
   B. title
   C. department
   D. information received.
8. Indicate that consultation information should be shared with physical therapy department staff.

DUTY AREA
11. PERFORMING PATIENT AND CARE PLAN ASSESSMENT

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
11.11 Assess patient's range of motion.

PERFORMANCE OBJECTIVE
P11.11 Given joint ROM, goniometer, patient's chart, physical therapy treatment plan, and the visual landmarks 45, 90, 180 degrees, assess patient's range of motion. Patient's range of motion for a particular joint must be measured using a goniometer or visual landmarks for comparison and assessment of progress. Patient must not experience pain or discomfort due to movement beyond patient's established tolerance range. Department procedures and policies must be observed.

PERFORMANCE MEASURE
M11.11 Demonstration, in accordance with instructor's guidelines

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Explain how to review physician's orders and physical therapy treatment plan.
2. Demonstrate how to initiate range of motion exercise treatment.
3. Demonstrate how to assist patient through established range of motion.
4. Demonstrate how to record range of motion measurement at end of range, according to anatomical zero, 45, 90, 180 degrees of goniometer readings.
5. Demonstrate how to assist patient back to zero degrees.
6. Demonstrate how to record range of motion information:
   A. joint
   B. degrees achieved
   C. assistance given patient.
7. Demonstrate how to chart visual range or goniometer reading and compare with previous treatments' range of motion.
8. Demonstrate how to record new range of motion measurement in patient's chart and treatment plan.
9. Indicate that other physical therapy department staff should be notified of patient's new range of motion.

DUTY AREA
11. PERFORMING PATIENT AND CARE PLAN ASSESSMENT

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
11.12 Administer manual muscular functions tests.

PERFORMANCE OBJECTIVE
P11.12 Given patient's chart, muscle grade information, muscle being tested, and manual muscle function test sheet, administer manual muscular functions tests. Manual muscular functions test must provide a functional, universal grade of strength for comparison and assessment of each treatment given to the patient. Department procedures and policies must be observed.

PERFORMANCE MEASURE
M11.12 Demonstration, in accordance with instructor's guidelines

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Indicate that assistant should identify which muscle is being tested.
2. Demonstrate how to position patient for proper testing procedure.
3. Demonstrate how to assess patient's range of motion through movement.
4. Demonstrate how to give resistance to muscle if needed.
5. Demonstrate how to grade muscle strength with universal scale:
   A. N (Normal): complete range of motion (against gravity with full resistance)
   B. G (Good): complete range of motion (against gravity with some resistance)
   C. F (Fair): complete range of motion (against gravity)
   D. P (Poor): complete range of motion (gravity eliminated)
   E. T (Trace): slight contraction (no joint movement)
   F. 0 (Zero): no evidence of contractibility.
6. Demonstrate how to attach plus or minus to grade according to movement achieved:
   A. Good + : full ROM with small resistance
   B. Good - : small resistance
   C. Fair + : past 90 degrees ROM against gravity
   D. Fair - : in neutral plane
   E. Poor + : under 90 degrees ROM against gravity
   F. Poor - : unable to achieve full ROM with gravity eliminated.
7. Demonstrate how to record muscle grade on patient's chart according to department guidelines.
8. Demonstrate how to reassess patient's strength according to department guidelines.

DUTY AREA
11. PERFORMING PATIENT AND CARE PLAN ASSESSMENT

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
11.13 Assist in functional capacity assessment.

PERFORMANCE OBJECTIVE
P11.13 Given patient's chart, physician's orders, physical therapy treatment plans, functional capacity testing materials, and functional capacity assessment checklist, assist in functional capacity assessment. Functional capacity evaluation must include ambulation, range of motion, activities of daily living, manual muscular functions, and work hardening. Department procedures and policies must be observed.

PERFORMANCE MEASURE
M11.13 Demonstration, in accordance with instructor's guidelines

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Explain how to review medical history, physician's orders, and physical therapy treatment plan.
2. Explain how to review past functional capacity assessments.
3. Demonstrate how to identify possible areas of functional deficiencies.
4. Demonstrate how to assemble functional capacity assessment testing materials.
5. Indicate that assistant should greet patient and verify patient's identification.
6. Discuss how to explain testing procedure to patient in clear, concise terms, answering any questions the patient has.
7. Demonstrate how to perform functional capacity assessment testing as indicated:
   A. ambulation
   B. range of motion
   C. activities of daily living
   D. manual muscular functions
   E. work-hardening activities.
8. Demonstrate how to document functional capacity assessment test results on assessment checklist.
9. Explain that physician and physical therapist should be consulted about patient's functional capacity assessment results.
10. Explain how to note physician's and physical therapist's comments and suggestions concerning patient's test results.
11. Demonstrate how to record functional capacity assessment results and physician's/therapist's comments in patient's file as required by physical therapy department guidelines.

12. PERFORMING PHYSICAL THERAPY TREATMENTS

12.1 Apply cold compress to treatment area.
12.2 Apply infrared heat to treatment area.
12.3 Apply warm compress to treatment area.
12.4 Provide patient with hydrotherapy treatment.
12.5 Administer hydrotherapy to a patient with an open wound.
12.6 Give patient a contrast bath.
12.7 Give patient a melted paraffin treatment.
12.8 Give patient an ice massage.
12.9 Give patient a combination ultrasound and electrical stimulation treatment.
12.10 Administer tilt table treatment.
12.11 Administer traction.
12.12 Give electrical stimulation treatment.
12.13 Give patient a lotion massage.
12.14 Administer intermittent venous compression treatment.
12.15 Give patient an ultraviolet light treatment.
12.16 Administer diathermy treatment.
12.17 Administer ultrasonic treatment.
12.18 Administer transcutaneous electrical nerve stimulation (TENS) treatment.
12.19 Position lumbosacral or cervical support pillow.
12.20 Assist patient with three-point gait treatment.
12.21 Assist patient with four-point gait treatment.
12.22 Assist patient with parallel bars gait treatment.
12.23 Assist patient with walker gait treatment.
12.24 Assist patient with cane gait treatment.
12.25 Assist patient with quad cane gait treatment.
12.26 Assist patient with axillary crutch gait treatment.
12.27 Assist patient with Lofstrand crutch gait treatment.
12.28 Administer range of motion (ROM) treatment.
12.29 Instruct patient on progressive resistive exercise (PRE) treatment.
12.30 Assist patient with strengthening exercise treatment.
12.31 Assist patient with stretching exercise treatment.
12.32 Assist patient with sitting balance exercise treatment.
12.33 Assist patient with standing balance exercise treatment.
12.34 Assist patient in protective reflex training.
12.35 Assist patient with fine motor coordination exercise treatment.
12.36 Assist patient with gross motor strengthening exercise treatment.
12.37 Assist patient with staircase gait training.
12.38 Give patient neurodevelopmental training (NDT).
12.39 Perform muscle re-education.
12.40 Assist patient with assistive and resistive exercise using a pulley system.
12.41 Assist patient with treadmill exercise.
12.42 Assist patient with functional activities.
12.43 Assist patient with high level balance/gross motor coordination activities.

DUTY AREA
12. PERFORMING PHYSICAL THERAPY TREATMENTS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
12.1 Apply cold compress to treatment area.

PERFORMANCE OBJECTIVE
P12.1 Given a simulated situation and a cold pack, apply cold compress to treatment area. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M12.1 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpreting physician's orders and physical therapy treatment plan.
2. Review providing therapy instructions to patient (Task 8.4).
3. Identify treatment area and application technique.
4. Demonstrate removal of clothing from treatment area.
5. Review positioning of patient (Task 9.6).
6. Demonstrate how to check area to be treated for circulation, sensitivity, integrity, undiagnosed rash, or contagious skin diseases.
7. Review how to identify different types of cold packs (Tasks 4.3).
8. Outline procedures to follow when applying a cold compress, ensuring that no part of unwrapped pack touches patient's skin and that patient is warm.
9. Demonstrate setting of timer to prescribed treatment time, usually 5 to 20 minutes.
10. Emphasize that patient should have a call bell available at all times when left alone in the treatment room.
11. Demonstrate procedures to follow when removing cold compress.
12. Show how to check patient's skin for contraindications.
13. Reinforce proper cleanup of treatment area (Task 5.10).

DUTY AREA
12. PERFORMING PHYSICAL THERAPY TREATMENTS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
12.2 Apply infrared heat to treatment area.

PERFORMANCE OBJECTIVE
P12.2 Given a simulated situation and an infrared lamp, apply infrared heat to treatment area. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M12.2 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpreting physician's orders and physical therapy treatment plan.
2. Review providing therapy instructions to patient (Task 8.4).
3. Identify treatment area and application technique.
4. Demonstrate removal of clothing, jewelry, and metal objects from treatment area.
5. Review positioning of patient (Task 9.6).
6. Demonstrate how to check area to be treated for circulation, sensitivity, integrity, undiagnosed rash, or contagious skin diseases.
7. Review how to identify different types of infrared lamps (Task 4.1).
8. Show how to verify that infrared lamp is functioning.
9. Outline procedures to follow when applying infrared heat, adjusting the skin-source distance according to patient's sensations.
10. Demonstrate positioning and draping of patient so that treatment area remains uncovered, protecting patient's eyes from lamp glare.
11. Demonstrate setting of timer to prescribed treatment time, usually 15 to 20 minutes.
12. Emphasize that patient should have a call bell available at all times when left alone in the treatment room.
13. Demonstrate procedures to follow when terminating infrared lamp treatment.
14. Illustrate how to chart infrared lamp treatment as required by physical therapy department guidelines.
15. Reinforce proper cleanup of treatment area (Task 5.10).

DUTY AREA
12. PERFORMING PHYSICAL THERAPY TREATMENTS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
12.3 Apply warm compress to treatment area.

PERFORMANCE OBJECTIVE
P12.3 Given a simulated situation and a warm compress, apply warm compress to treatment area. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M12.3 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpreting physician's orders and physical therapy treatment plan.
2. Review providing therapy instructions to patient (Task 8.4).
3. Identify treatment area and application technique.
4. Demonstrate removal of clothing, jewelry, and metal objects from treatment area.
5. Review positioning of patient (Task 9.6).
6. Demonstrate how to check area to be treated for circulation, sensitivity, integrity, undiagnosed rash, or contagious skin diseases.
7. Review how to identify different types of warm compresses (Task 4.1).
8. Demonstrate preparation of hot pack, using tongs to remove pack from the hydrocollator unit and making sure that no portion of the pack is left unwrapped.
9. Explain that if pack cover is used, a layer of toweling should be placed between the patient and the pack cover for hygienic purposes.
10. Review selecting type of pack wrap based on physical therapy treatment plan.
11. Outline procedures to follow when applying warm compresses. Emphasize never using wet towels or wet pack covers.
12. Explain how placing a towel over the hot pack helps retain heat.
13. Demonstrate setting of timer to prescribed treatment time, usually 10 to 15 minutes.
14. Emphasize the importance of instructing the patient to call for assistance if the pack becomes too hot or too heavy or if the patient becomes uncomfortable for any reason.
15. Emphasize that patient should have a call bell available at all times when left alone in the treatment room.
16. Demonstrate procedures to follow when terminating warm compress treatment.
17. Emphasize the importance of checking patient's skin for contraindications, reassuring patient that redness will disappear in about 30 minutes.
18. Reinforce proper cleanup of treatment area (Task 5.10).

DUTY AREA
12. PERFORMING PHYSICAL THERAPY TREATMENTS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
12.4 Provide patient with hydrotherapy treatment.

PERFORMANCE OBJECTIVE
P12.4 Given a simulated situation and a whirlpool bath, provide patient with hydrotherapy treatment. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M12.4 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpreting physician's orders and physical therapy treatment plan.
2. Review providing therapy instructions to patient (Task 8.4).
3. Identify treatment area and application technique.
4. Demonstrate filling properly sized whirlpool bath to appropriate level with water of desired temperature based on body part being treated, physician's orders, and physical therapy treatment plan.
5. Provide guidelines for instructing patient in removal of clothing and donning appropriate apparel.
6. Demonstrate removal of jewelry, bandages, dressings, tape, braces, and splints (unless contraindicated) from treatment area.
7. Demonstrate how to check area to be treated for skin sensation, infected lesions, edema, skin rash, and cleanliness.
8. Review positioning of patient.
9. Outline procedures to follow when administering hydrotherapy treatment.
10. Demonstrate setting of timer to prescribed treatment time.
11. Emphasize that patient should have a call bell available at all times when left alone in the treatment room.
12. Demonstrate procedures to follow when terminating hydrotherapy treatment, checking patient's skin for contraindications.
13. Illustrate recording of hydrotherapy treatment on patient's chart.
14. Reinforce proper cleanup of treatment area (Task 5.10).

DUTY AREA
12. PERFORMING PHYSICAL THERAPY TREATMENTS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
12.5 Administer hydrotherapy to a patient with an open wound.

PERFORMANCE OBJECTIVE
P12.5 Given a simulated situation and a whirlpool bath, administer hydrotherapy to a patient with an open wound. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M12.5 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review cleaning whirlpool bath (Task 5.3).
2. Review providing patient with hydrotherapy treatment (Task 12.4).
3. Demonstrate debriding the skin and dressing the wound or burn.
4. Reinforce double scrubbing tank after patient has been treated (Task 5.3).
5. Reinforce proper cleanup of treatment area (Task 5.10).

DUTY AREA
12. PERFORMING PHYSICAL THERAPY TREATMENTS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
12.6 Give a patient a contrast bath.

PERFORMANCE OBJECTIVE
P12.6 Given a simulated situation and two bath tubs, give patient a contrast bath. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M12.6 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpreting physician's orders and physical therapy treatment plan.
2. Review providing therapy instructions to patient (Task 8.4).
3. Identify treatment area and application technique.
4. Demonstrate preparation of two tubs of water (and disinfectant, if open wounds are present) to a depth that will cover the area to be treated:
   A. warm bath, 100° - 110° F
   B. cold bath, 55° - 65° F.
5. Provide guidelines for instructing patient in removal of clothing and donning appropriate apparel.
6. Demonstrate draping patient appropriately for privacy.
7. Outline procedures to follow when giving a contrast bath.
8. Demonstrate assisting patient in drying treated area, making sure all water is wiped up before allowing patient to stand.
9. Demonstrate how to check patient's skin for contraindications.
10. Emphasize assisting patient to get dressed or assisting patient to the treatment table as indicated by the physical therapy treatment plan.
11 Illustrate recording contrast bath treatment on patient's chart.
12. Reinforce proper cleanup of treatment area (Task 5.10).

DUTY AREA
12. PERFORMING PHYSICAL THERAPY TREATMENTS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
12.7 Give patient a melted paraffin treatment.

PERFORMANCE OBJECTIVE
P12.7 Given a simulated situation and a paraffin bath, give patient a melted paraffin treatment. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M12.7 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpreting physician's orders and physical therapy treatment plan.
2. Review providing therapy instructions to patient (Task 8.4).
3. Identify treatment area and application technique.
4. Demonstrate preparation of paraffin bath, not in excess of 130° F.
5. Demonstrate removal of clothing, jewelry, bandages, dressings, tape, braces, and splints (unless contraindicated) from treatment area.
6. Demonstrate washing of the treatment area with soap and water.
7. Outline procedures to follow when giving a melted paraffin treatment.
8. Demonstrate removal of paraffin from treatment area at the conclusion of treatment.
9. Show how to clean paraffin remnants from patient's skin and check for contraindications.
10. Place removed, hardened paraffin back into paraffin bath for reuse or disposal according to department guidelines.
11. Reinforce proper cleanup of treatment area (Task 5.10).

DUTY AREA
12. PERFORMING PHYSICAL THERAPY TREATMENTS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
12.8 Give patient an ice massage.

PERFORMANCE OBJECTIVE
P12.8 Given a simulated situation and ice massage sticks or cups, give patient an ice massage. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M12.8 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpreting physician's orders and physical therapy treatment plan.
2. Review providing therapy instructions to patient (Task 8.4).
3. Identify treatment area and application technique.
4. Provide guidelines for instructing patient in removal of unnecessary clothing.
5. Outline ice massage treatment procedures.
6. Demonstrate how to check treatment area for contraindications such as
   A. undiagnosed rash
   B. open wounds or moles
   C. lack of sensation (previous frostbite)
   D. Raynaud's phenomena.
7. Reinforce checking for the following reactions during treatment:
   A. pain
   B. hyperemia
   C. edema
   D. urticaria at site of application
   E. general systemic reaction
      (1) rapid decrease in blood pressure
      (2) rise in pulse
      (3) peripheral vascular collapse
      (4) syncope (fainting).
8. Emphasize watching the skin color and stopping the massage if it turns white before five minutes have passed.
9. Show how to dry treatment area thoroughly and check for contraindications.
10. Illustrate recording of ice massage treatment on patient's chart.
11. Reinforce proper cleanup of treatment area (Task 5.10).

DUTY AREA
12. PERFORMING PHYSICAL THERAPY TREATMENTS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
12.9 Give patient a combination ultrasound and electrical stimulation treatment.

PERFORMANCE OBJECTIVE
P12.9 Given a simulated situation and an ultrasound/electrical stimulation unit, give patient a combination ultrasound and electrical stimulation treatment. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M12.9 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpreting physician's orders and physical therapy treatment plan.
   CAUTION: Never treat any part of any patient who has an external or implanted electrical stimulating device such as a pacemaker, implanted electrode, bladder stimulator, or metal IUD.
2. Review providing therapy instructions to patient (Task 8.4).
3. Identify treatment area and application technique.
4. Review unit's operation procedures and how to ensure it is operating properly.
5. Provide guidelines for instructing patient to remove all clothing, jewelry, and metal objects from the treatment area.
6. Review positioning of patient on wooden plinth and draping patient for privacy and warmth.
7. Outline procedure for performing ultrasound/electrical stimulation treatment.
8. Demonstrate setting of timer to desired treatment time.
9. Demonstrate procedures to follow when ending treatment.
10. Demonstrate cleaning transducer head with alcohol between treatments.
11. Show how to check patient's skin for contraindications.
12. Illustrate how to chart ultrasound/electrical stimulation treatment as required by physical therapy department guidelines.
13. Reinforce proper cleanup of treatment area (Task 5.10).

DUTY AREA
12. PERFORMING PHYSICAL THERAPY TREATMENTS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
12.10 Administer tilt table treatment.

PERFORMANCE OBJECTIVE
P12.10 Given a simulated situation and a tilt table, administer tilt table treatment. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M12.10 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpreting physician's orders and physical therapy treatment plan.
2. Review providing therapy instructions to patient (Task 8.4).
3. Identify treatment area and application technique.
4. Review operation of tilt table (Task 4.4).
5. Outline procedures for administering tilt table treatment.
6. Review transfer of patient from tilt table back to stretcher/bed (Task 2.7).
7. Illustrate how to chart tilt table treatment as required by physical therapy department guidelines.
8. Reinforce proper cleanup of treatment area (Task 5.10).

DUTY AREA
12. PERFORMING PHYSICAL THERAPY TREATMENTS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
12.11 Administer traction.

PERFORMANCE OBJECTIVE
P12.11 Given a simulated situation and a traction device, administer traction. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M12.11 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpreting physician's orders and physical therapy treatment plan.
2. Review providing therapy instructions to patient (Task 8.4).
3. Identify treatment area and application technique.
4. Outline procedure for traction table use.
5. Demonstrate procedure for cervical traction.
6. Demonstrate procedure for pelvic traction.
7. Demonstrate programming traction device for:
   A. poundage
   B. intermittent or static
   C. steps going up and down
   D. time.
8. Explain how to check patient's degree of pain.
9. Emphasize that patient should have a call bell available at all times when left alone in the treatment room.
10. Demonstrate procedures to follow when ending treatment.
11. Reinforce assisting patient to waiting area.
12. Illustrate how to chart traction treatment as required by physical therapy department guidelines.
13. Reinforce proper cleanup of treatment area (Task 5.10).

DUTY AREA
12. PERFORMING PHYSICAL THERAPY TREATMENTS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
12.12 Give electrical stimulation treatment.

PERFORMANCE OBJECTIVE
P12.12 Given a simulated situation and an electrical stimulation unit, give electrical stimulation treatment. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M12.12 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpreting physician's orders and physical therapy treatment plan.
2. Review providing therapy instructions to patient (Task 8.4).
3. Identify treatment area and application technique.
4. Show how to check electrical stimulation equipment for proper functioning.
5. Provide guidelines for instructing patient in removal of clothing, jewelry, and metal objects from treatment area.
6. Demonstrate draping patient appropriately for privacy, comfort, and warmth.
7. Demonstrate procedures for performing electrical stimulation treatment for
   A. unipolar motor point stimulation
   B. bipolar group stimulation.
8. Explain using patient's tolerance as a guide for preventing stimulation from becoming painful.
9. Note that adjustments in intensity should be made only while the current is flowing.
10. Reinforce reducing intensity of stimulation to zero before moving to other motor points and at the end of the treatment.
11. Demonstrate procedures to follow when ending treatment.
12. Illustrate how to chart electrical stimulation treatment as required by physical therapy department guidelines.
13. Reinforce proper cleanup of treatment area (Task 5.10).

DUTY AREA
12. PERFORMING PHYSICAL THERAPY TREATMENTS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
12.13 Give patient a lotion massage.

PERFORMANCE OBJECTIVE
P12.13 Given a simulated situation and lotion, give patient a lotion massage. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M12.13 Demonstration, all items rated acceptable based on program standards.

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpreting physician's orders and physical therapy treatment plan.
2. Review providing therapy instructions to patient (Task 8.4).
3. Identify treatment area and application technique.
4. Provide guidelines for instruction of patient in removal of clothing, jewelry, and other objects from treatment area.
5. Demonstrate draping patient appropriately, exposing only area to be massaged.
6. Demonstrate procedure for giving patient a lotion massage.
7. Demonstrate procedures to follow when ending treatment.
8. Illustrate how to chart lotion massage as required by physical therapy department guidelines.
9. Reinforce proper cleanup of treatment area (Task 5.10).

DUTY AREA
12. PERFORMING PHYSICAL THERAPY TREATMENTS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
12.14 Administer intermittent venous compression treatment.

PERFORMANCE OBJECTIVE
P12.14 Given a simulated situation, an intermittent compression pump, stockinettes, and rubber tubing, administer intermittent venous compression treatment. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M12.14 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpreting physician's orders and physical therapy treatment plan.
2. Review providing therapy instructions to patient (Task 8.4).
3. Identify treatment area and application technique.
4. Outline procedure for administering intermittent venous compression treatment.
5. Provide guidelines for instruction of patient in removal of clothing, jewelry, and other objects from treatment area.
6. Explain using gauze to pad any object such as a ring that cannot be removed.
7. Demonstrate how to check skin for sensation and infection.
8. Illustrate how to adjust pressure to a point just below patient's diastolic pressure.
9. Demonstrate setting the on, off, first delay, and second delay timers to prescribed treatment times.
10. Emphasize monitoring the patient's vital signs after the first hour and every two hours thereafter.
11. Demonstrate procedures to follow when ending treatment.
12. Show how to check patient's skin for contraindications.
13. Illustrate how to chart intermittent venous compression treatment according to physical therapy department guidelines.
14. Reinforce proper cleanup of treatment area (Task 5.10).

DUTY AREA
12. PERFORMING PHYSICAL THERAPY TREATMENTS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
12.15 Give patient an ultraviolet light treatment.

PERFORMANCE OBJECTIVE
P12.15 Given a simulated situation and an ultraviolet lamp, give patient an ultraviolet light treatment. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M12.15 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpreting physician's orders and physical therapy treatment plan.
2. Review providing therapy instructions to patient (Task 8.4).
3. Identify treatment area and application technique.
4. Demonstrate how to check equipment's operational status during warm-up.
5. Outline procedure for giving patient an ultraviolet light treatment.
6. Demonstrate positioning and draping patient with two sheets.
7. Explain how to expose treatment area and check skin in treatment area for
   A. sensitivity and integrity
   B. excessive hair
   C. new skin, rash, open cuts, or abrasions
   D. presence of oils, lotions, or creams.
8. Emphasize importance of both patient and physical therapist assistant wearing shaded goggles.
9. Review how to identify patient's MED (minimal erythemal dose) time and how to administer MED test, if necessary.
10. Demonstrate procedures to follow when ending treatment.
11. Illustrate how to chart ultraviolet light treatment as required by physical therapy department guidelines.
12. Reinforce proper cleanup of treatment area (Task 5.10).

DUTY AREA
12. PERFORMING PHYSICAL THERAPY TREATMENTS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
12.16 Administer diathermy treatment.

PERFORMANCE OBJECTIVE
P12.16 Given a simulated situation and diathermy unit, administer diathermy treatment. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M12.16 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpreting physician's orders and physical therapy treatment plan.
2. Review providing therapy instructions to patient (Task 8.4).
3. Identify treatment area and application technique.
4. Demonstrate how to check equipment's operational status.
5. Provide guidelines for instruction of patient in removal of clothing, jewelry, and other objects from treatment area.
6. Outline procedure for administering diathermy treatment.
7. Reinforce importance of positioning patient on a *wooden* plinth or chair.
8. Demonstrate setting timer to prescribed treatment time.
9. Reinforce importance of checking patient frequently to ensure patient's comfort.
10. Demonstrate procedures to follow when ending treatment.
11. Illustrate how to chart diathermy treatment according to physical therapy department guidelines.
12. Reinforce proper cleanup of treatment area (Task 5.10).

DUTY AREA
12. PERFORMING PHYSICAL THERAPY TREATMENTS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
12.17 Administer ultrasonic treatment.

PERFORMANCE OBJECTIVE
P12.17 Given a simulated situation and an ultrasound machine, administer ultrasonic treatment. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M12.17 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpreting physician's orders and physical therapy treatment plan.
2. Review providing therapy instructions to patient (Task 8.4).
3. Identify treatment area and application technique.
4. Demonstrate how to check equipment's operational status.
5. Provide guidelines for instruction of patient in removal of clothing, jewelry, and other objects from treatment area.
6. Outline procedure for administering ultrasonic treatment.
7. Demonstrate setting of timer to prescribed treatment time.
8. Emphasize importance of keeping ultrasound treatment head moving and in contact with the lotion/gel over the patient's skin.
9. Demonstrate procedures to follow when ending treatment.
10. Illustrate how to chart ultrasonic treatment according to physical therapy department guidelines.
11. Reinforce proper cleanup of treatment area (Task 5.10).

DUTY AREA
12. PERFORMING PHYSICAL THERAPY TREATMENTS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
12.18 Administer transcutaneous electrical nerve stimulation (TENS) treatment.

PERFORMANCE OBJECTIVE
P12.18 Given a simulated situation and a TENS unit, administer transcutaneous electrical nerve stimulation (TENS) treatment. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M12.18 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpreting physician's orders and physical therapy treatment plan.
2. Review providing therapy instructions to patient (Task 8.4).
3. Identify treatment area and application technique.
4. Demonstrate how to check equipment's operational status.
5. Outline procedure for administering transcutaneous electrical nerve stimulation (TENS) treatment.
6. Provide guidelines for instruction of patient in removal of clothing, jewelry, and other objects from treatment area.
7. Explain how to expose treatment area and check skin in treatment area for
   A. lotions, oils, and creams
   B. skin sensation
   C. moles, warts, and scar tissue
   D. open wounds.
8. Demonstrate setting of timer to prescribed treatment time.
9. Emphasize that patient should have a call bell available at all times when in treatment room alone.
10. Emphasize proper condition and positioning of electrodes.
11. Demonstrate procedures to follow when ending treatment.
12. Show how to check patient's skin for unusual problems or contraindications.
13. Illustrate how to chart TENS treatment according to physical therapy department guidelines.
14. Reinforce proper cleanup of treatment area (Task 5.10).

DUTY AREA
12. PERFORMING PHYSICAL THERAPY TREATMENTS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
12.19 Position lumbosacral or cervical support pillow.

PERFORMANCE OBJECTIVE
P12.19 Given a simulated situation and support pillows, position lumbosacral or cervical support pillow. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M12.19 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpreting physician's orders and physical therapy treatment plan.
2. Review providing therapy instructions to patients (Task 8.4).
3. Identify treatment area and application technique.
4. Outline procedure for locating area to receive support pillow(s).
5. Demonstrate positioning lumbosacral and cervical support pillows.
6. Reinforce verifying patient's positioning and comfort.

DUTY AREA
12. PERFORMING PHYSICAL THERAPY TREATMENTS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
12.20 Assist patient with three-point gait treatment.

PERFORMANCE OBJECTIVE
P12.20 Given a simulated situation, gait belt, and crutches, assist patient with three-point gait treatment. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M12.20 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpreting physician's orders and physical therapy treatment plan.
2. Review providing therapy instructions to patient (Task 8.4).
3. Examine physical therapy treatment plan for established goals for identified gait defects.
4. Outline procedures for assisting patient in three-point gait treatment.
5. Demonstrate use of crutches for three-point gait treatment.
6. Demonstrate use of gait belt for three-point gait treatment.
7. Emphasize providing for patient's safety by using gait belt, by guarding, and by providing physical assistance.
8. Illustrate how to chart three-point gait treatment according to physical therapy department guidelines.

DUTY AREA
12. PERFORMING PHYSICAL THERAPY TREATMENTS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
12.21 Assist patient with four-point gait treatment.

PERFORMANCE OBJECTIVE
P12.21 Given a simulated situation, gait belt, and crutches, assist patient with four-point gait treatment. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M12.21 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpreting physician's orders and physical therapy treatment plan.
2. Review providing therapy instructions to patient (Task 8.4).
3. Examine physical therapy treatment plan for established goals for identified gait defects.
4. Outline procedures for assisting patient in four-point gait treatment.
5. Demonstrate use of crutches for four-point gait treatment.
6. Demonstrate use of gait belt for four-point gait treatment.
7. Emphasize providing for patient's safety by using gait belt, by guarding, and by providing physical assistance.
8. Illustrate how to chart four-point gait treatment according to physical therapy department guidelines.

DUTY AREA
12. PERFORMING PHYSICAL THERAPY TREATMENTS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
12.22 Assist patient with parallel bars gait treatment.

PERFORMANCE OBJECTIVE
P12.22 Given a simulated situation, gait belt, and parallel bars, assist patient with parallel bars gait treatment. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M12.22 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpreting physician's orders and physical therapy treatment plan.
2. Review providing therapy instructions to patient (Task 8.4).
3. Examine physical therapy treatment plan for established goals for identified gait defects.
4. Outline procedures for assisting patient in parallel bars gait treatment.
5. Demonstrate adjustment of parallel bars to patient's needs.
6. Demonstrate assisting patient with parallel bars gait treatment.
7. Emphasize providing for patient's safety by using gait belt, by guarding, and by providing physical assistance.
8. Illustrate how to chart parallel bars gait treatment according to physical therapy department guidelines.

DUTY AREA
12. PERFORMING PHYSICAL THERAPY TREATMENTS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
12.23 Assist patient with walker gait treatment.

PERFORMANCE OBJECTIVE
P12.23 Given a simulated situation, gait belt, and walker, assist patient with walker gait treatment. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M12.23 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpreting physician's orders and physical therapy treatment plan.
2. Review providing therapy instructions to patient (Task 8.4).
3. Examine physical therapy treatment plan for established goals for identified gait defects.
4. Outline procedures for assisting patient in walker gait treatment.
5. Emphasize inspecting walker to ensure it has rubber tips on legs and hand grips.
6. Demonstrate adjustment of walker height to patient's needs.
7. Demonstrate assisting patient with walker gait treatment
   A. on level surfaces
   B. on inclines
   C. in doorways.
8. Emphasize providing for patient's safety by using gait belt or gait halter, by guarding, and by providing physical assistance.
9. Emphasize helping patient back onto treatment table or bed at the end of treatment.
10. Illustrate how to chart walker gait treatment according to physical therapy department guidelines.

DUTY AREA
12. PERFORMING PHYSICAL THERAPY TREATMENTS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
12.24 Assist patient with cane gait treatment.

PERFORMANCE OBJECTIVE
P12.24 Given a simulated situation, gait belt, and cane, assist patient with cane gait treatment. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M12.24 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpreting physician's orders and physical therapy treatment plan.
2. Review providing therapy instructions to patient (Task 8.4).
3. Examine physical therapy treatment plan for established goals for identified gait defects.
4. Outline procedures for assisting patient in cane gait treatment.
5. Emphasize inspecting cane to ensure it has a rubber tip in good condition on the end.
6. Demonstrate adjustment of cane height to patient's needs.
7. Demonstrate assisting patient with cane gait treatment
   A. on level surfaces
   B. on inclines
   C. in doorways
   D. on stairs.
8. Emphasize providing for patient's safety by using gait belt, by guarding, and by providing physical assistance.
9. Emphasize helping patient back onto treatment table, chair, or bed at the end of treatment.
10. Illustrate how to chart cane gait treatment according to physical therapy department guidelines.

DUTY AREA
12. PERFORMING PHYSICAL THERAPY TREATMENTS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
12.25 Assist patient with quad cane gait treatment.

PERFORMANCE OBJECTIVE
P12.25 Given a simulated situation, gait belt, and quad cane, assist patient with quad cane gait treatment. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M12.25 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpreting physician's orders and physical therapy treatment plan.
2. Review providing therapy instructions to patient (Task 8.4).
3. Examine physical therapy treatment plan for established goals for identified gait defects.
4. Outline procedures for assisting patient in quad cane gait treatment.
5. Emphasize inspecting quad cane to ensure it has a rubber tip in good condition on the end.
6. Demonstrate adjustment of quad cane height to patient's needs.
7. Demonstrate assisting patient with quad cane gait treatment.
8. Emphasize providing for patient's safety by using gait belt, by guarding, and by providing physical assistance.
9. Emphasize helping patient back onto treatment table, chair, or bed at the end of treatment.
10. Illustrate how to chart quad cane gait treatment according to physical therapy department guidelines.

DUTY AREA
12. PERFORMING PHYSICAL THERAPY TREATMENTS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
12.26 Assist patient with axillary crutch gait treatment.

PERFORMANCE OBJECTIVE
P12.26 Given a simulated situation, gait belt, and axillary crutches, assist patient with axillary crutch gait treatment. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M12.26 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpreting physician's orders and physical therapy treatment plan.
2. Review providing therapy instructions to patient (Task 8.4).
3. Examine physical therapy treatment plan for established goals for identified gait defects.
4. Outline procedures for assisting patient in axillary crutch gait treatment.
5. Emphasize inspecting axillary crutches to ensure that they have rubber tips in good condition on their ends.
6. Demonstrate adjustment of axillary crutch height to patient's needs.
7. Demonstrate assisting patient with axillary crutch gait treatment
   A. on level surfaces
   B. on inclined surface
   C. on stairs
   D. in doorways.
8. Emphasize providing for patient's safety by using gait belt, by guarding, and by providing physical assistance.
9. Emphasize helping patient back onto treatment table, chair, or bed at the end of treatment.
10. Illustrate how to chart axillary crutch gait treatment according to physical therapy department guidelines.

DUTY AREA
12. PERFORMING PHYSICAL THERAPY TREATMENTS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
12.27 Assist patient with Lofstrand crutch gait treatment.

PERFORMANCE OBJECTIVE
P12.27 Given a simulated situation, gait belt, and Lofstrand crutches, assist patient with Lofstrand crutch gait treatment. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M12.27 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpreting physician's orders and physical therapy treatment plan.
2. Review providing therapy instructions to patient (Task 8.4).
3. Examine physical therapy treatment plan for established goals for identified gait defects.
4. Outline procedures for assisting patient in Lofstrand crutch gait treatment.
5. Emphasize inspecting Lofstrand crutches to ensure that they have a rubber tips in good condition on their ends.
6. Demonstrate adjustment of Lofstrand crutch height to patient's needs.
7. Demonstrate assisting patient with Lofstrand crutch gait treatment.
8. Emphasize providing for patient's safety by using gait belt, by guarding, and by providing physical assistance.
9. Emphasize helping patient back onto treatment table, chair, or bed at the end of treatment.
10. Illustrate how to chart Lofstrand crutch gait treatment according to physical therapy department guidelines.

DUTY AREA
12. PERFORMING PHYSICAL THERAPY TREATMENTS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
12.28 Administer range of motion (ROM) treatment.

PERFORMANCE OBJECTIVE
P12.28 Given a simulated situation, administer range of motion (ROM) treatment. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M12.28 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpreting physician's orders and physical therapy treatment plan.
2. Review providing therapy instructions to patient (Task 8.4).
3. Identify treatment area and application technique.
4. Outline procedure for administering ROM treatment:
   A. passive range of motion (PRM)
   B. active assistive range of motion (AARM)
   C. active range of motion (ARM).
5. Emphasize monitoring patient's tolerance during and after exercise, adjusting exercise program as necessary.
6. Illustrate how to chart ROM treatment according to physical therapy department guidelines.

DUTY AREA
12. PERFORMING PHYSICAL THERAPY TREATMENTS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
12.29 Instruct patient on progressive resistive exercise (PRE) treatment.

PERFORMANCE OBJECTIVE
P12.29 Given a simulated situation and a variety of cuff/hand weights, instruct patient on progressive resistive exercise (PRE) treatment. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M12.29 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpreting physician's orders and physical therapy treatment plan.
2. Review providing therapy instructions to patient (Task 8.4).
3. Demonstrate taking patient to treatment area and providing necessary equipment.
4. Outline procedure for instructing patient on PRE, using three cuff/hand weights of progressive poundage.
5. Emphasize monitoring patient's progress during and after exercise, adjusting exercise program as necessary.
6. Illustrate how to chart PRE treatment according to physical therapy department guidelines.

DUTY AREA
12. PERFORMING PHYSICAL THERAPY TREATMENTS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
12.30 Assist patient with strengthening exercise treatment.

PERFORMANCE OBJECTIVE
P12.30 Given a simulated situation and an exercise mat, assist patient with strengthening exercise treatment. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M12.30 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpreting physician's orders and physical therapy treatment plan.
2. Review providing therapy instructions to patient (Task 8.4).
3. Demonstrate taking patient to treatment area and positioning patient for comfort.
4. Outline procedure for assisting patient with three types of strengthening exercise treatment:
   A. isometric
   B. isotonic
   C. isokinetic.
5. Emphasize monitoring patient's progress during and after exercise, adjusting exercise program as necessary.
6. Illustrate how to chart strengthening exercise treatment according to physical therapy department guidelines.

DUTY AREA
12. PERFORMING PHYSICAL THERAPY TREATMENTS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
12.31 Assist patient with stretching exercise treatment.

PERFORMANCE OBJECTIVE
P12.31 Given a simulated situation and a plinth or table, assist patient with stretching exercise treatment. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M12.31 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpreting physician's orders and physical therapy treatment plan.
2. Review providing therapy instructions to patient (Task 8.4).
3. Provide guidelines for instruction of patient in removal of clothing, jewelry, and other objects from treatment area.
4. Outline procedure for assisting patient with stretching exercise treatment.
5. Explain reasons for resting the patient before allowing him/her to get up.
6. List any possible side effects of stretching exercise treatment.
7. Illustrate how to chart stretching exercise treatment according to physical therapy department guidelines.

DUTY AREA
12. PERFORMING PHYSICAL THERAPY TREATMENTS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
12.32 Assist patient with sitting balance exercise treatment.

PERFORMANCE OBJECTIVE
P12.32 Given a simulated situation and a chair or other balance equipment, assist patient with sitting balance exercise treatment. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M12.32 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpreting physician's orders and physical therapy treatment plan.
2. Review providing therapy instructions to patient (Task 8.4).
3. Outline procedure for assisting patient with sitting balance exercise treatment.
4. Explain reasons for resting the patient as needed during the procedure.
5. Reinforce monitoring patient throughout sitting balance exercise treatment.
6. Illustrate how to chart sitting balance exercise treatment according to physical therapy department guidelines.

DUTY AREA
12. PERFORMING PHYSICAL THERAPY TREATMENTS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
12.33 Assist patient with standing balance exercise treatment.

PERFORMANCE OBJECTIVE
P12.33 Given a simulated situation and a vestibular board or other balance equipment, assist patient with standing balance exercise treatment. Student demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M12.33 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpreting physician's orders and physical therapy treatment plan.
2. Review providing therapy instructions to patient (Task 8.4).
3. Outline procedure for assisting patient with standing balance exercise treatment.
4. Explain reasons for resting the patient as needed during the procedure.
5. Reinforce monitoring patient throughout standing balance exercise treatment.
6. Illustrate how to chart standing balance exercise treatment according to physical therapy department guidelines.

DUTY AREA
12. PERFORMING PHYSICAL THERAPY TREATMENTS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
12.34 Assist patient in protective reflex training.

PERFORMANCE OBJECTIVE
P12.34 Given a simulated situation, assist patient in protective reflex training. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M12.34 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpreting physician's orders and physical therapy treatment plan.
2. Review providing therapy instructions to patient (Task 8.4).
3. Outline procedure for assisting patient in protective reflex training.
4. Explain reasons for resting the patient as needed during the procedure.
5. Reinforce monitoring patient throughout protective reflex training.
6. Illustrate how to chart protective reflex training according to physical therapy department guidelines.

DUTY AREA
12. PERFORMING PHYSICAL THERAPY TREATMENTS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
12.35 Assist patient with fine motor coordination exercise treatment.

PERFORMANCE OBJECTIVE
P12.35 Given a simulated situation and fine motor equipment, assist patient with fine motor coordination exercise treatment. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M12.35 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpreting physician's orders and physical therapy treatment plan.
2. Review providing therapy instructions to patient (Task 8.4).
3. Outline procedure for assisting patient with fine motor coordination exercise treatment.
4. Emphasize importance of varying the difficulty and equipment according to patient's ability and progress.
5. Explain reasons for resting the patient as needed during the procedure.
6. Reinforce monitoring patient throughout treatment.
7. Illustrate how to chart fine motor coordination exercise treatment according to physical therapy department guidelines.

DUTY AREA
12. PERFORMING PHYSICAL THERAPY TREATMENTS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
12.36 Assist patient with gross motor strengthening exercise treatment.

PERFORMANCE OBJECTIVE
P12.36 Given a simulated situation and weight equipment, assist patient with gross motor strengthening exercise treatment. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M12.36 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpreting physician's orders and physical therapy treatment plan.
2. Review providing therapy instructions to patient (Task 8.4).
3. Outline procedure for assisting patient with gross motor strengthening exercise treatment.
4. Emphasize importance of adjusting the number of exercise repetitions according to patient's tolerance and treatment plan.
5. Explain reasons for resting the patient as needed during the procedure.
6. Reinforce monitoring patient throughout treatment.
7. Illustrate how to chart gross motor strengthening exercise treatment according to physical therapy department guidelines.

DUTY AREA
12. PERFORMING PHYSICAL THERAPY TREATMENTS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
12.37 Assist patient with staircase gait training.

PERFORMANCE OBJECTIVE
P12.37 Given a simulated situation, wheelchair, gait belt, crutches, walker, and staircase, assist patient with staircase gait training. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M12.37 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpreting physician's orders and physical therapy treatment plan.
2. Review providing therapy instructions to patient (Task 8.4).
3. Review transfer of patient to and from wheelchair (Task 9.23).
4. Demonstrate assisting patient with staircase gait training.
5. Emphasize providing for patient's safety by using gait belt, guarding, and providing physical assistance.
6. Illustrate how to chart staircase gait training according to physical therapy department guidelines.

DUTY AREA
12. PERFORMING PHYSICAL THERAPY TREATMENTS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
12.38 Give patient neurodevelopmental training (NDT).

PERFORMANCE OBJECTIVE
P12.38 Given a simulated situation, a vestibular board, and NDT ball or other aid, give patient neurodevelopmental training (NDT). Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M12.38 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpreting physician's orders and physical therapy treatment plan.
2. Review providing therapy instructions to patient (Task 8.4).
3. Outline procedure for giving patient neurodevelopmental training.
4. Explain reasons for resting the patient as needed during the training.
5. Reinforce monitoring patient throughout neurodevelopmental training.
6. Illustrate how to chart neurodevelopmental training according to physical therapy department guidelines.

DUTY AREA
12. PERFORMING PHYSICAL THERAPY TREATMENTS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
12.39 Perform muscle re-education.

PERFORMANCE OBJECTIVE
P12.39 Given a simulated situation, a booth or plinth, biofeedback machine, and electrical muscular stimulation machine, perform muscle re-education. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M12.39 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpreting physician's orders and physical therapy treatment plan.
2. Review providing therapy instructions to patient (Task 8.4).
3. Outline procedure for performing muscle re-education by
   A. tapotement
   B. biofeedback
   C. electrical muscular stimulation
   D. rood techniques.
4. Explain reasons for resting the patient as needed before during the training.
5. Reinforce monitoring patient's muscular reaction throughout muscle re-education.
6. Illustrate how to chart muscle re-education according to physical therapy department guidelines.

DUTY AREA
12. PERFORMING PHYSICAL THERAPY TREATMENTS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
12.40 Assist patient with assistive and resistive exercise using a pulley system.

PERFORMANCE OBJECTIVE
P12.40 Given a simulated situation and a weighted pulley system, assist patient with assistive and resistive exercise using a pulley system. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M12.40 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpreting physician's orders and physical therapy treatment plan.
2. Review providing therapy instructions to patient (Task 8.4).
3. Outline procedure for assisting patient with assistive and resistive exercise using a pulley system.
4. Differentiate between assistive and resistive exercises.
5. Explain reasons for resting the patient as needed during the training.
6. Reinforce monitoring patient throughout exercise treatment.
7. Illustrate how to chart assistive and resistive exercise using a pulley system according to physical therapy department guidelines.

DUTY AREA
12. PERFORMING PHYSICAL THERAPY TREATMENTS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
12.41 Assist patient with treadmill exercise.

PERFORMANCE OBJECTIVE
P12.41 Given a simulated situation and a manual or electric treadmill, assist patient with treadmill exercise. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M12.41 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpreting physician's orders and physical therapy treatment plan.
2. Review providing therapy instructions to patient (Task 8.4).
3. Demonstrate how to check treadmill equipment to ensure it is functioning according to manufacturer's specifications.
4. Outline procedures for assisting patient in treadmill exercise.
5. Demonstrate assisting patient with treadmill exercise.
6. Emphasize monitoring patient at all times for signs of
   A. fatigue
   B. stress
   C. color change
   D. rapid change in vital signs.
7. Illustrate how to chart treadmill exercise according to physical therapy department guidelines.

DUTY AREA
12. PERFORMING PHYSICAL THERAPY TREATMENTS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
12.42 Assist patient with functional activities.

PERFORMANCE OBJECTIVE
P12.42 Given a simulated situation and appropriate physical therapy equipment, assist patient with functional activities. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M12.42 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpreting physician's orders and physical therapy treatment plan.
2. Review providing therapy instructions to patient (Task 8.4).
3. Demonstrate how to check physical therapy equipment to ensure it is functioning according to manufacturer's specifications.
4. Outline procedures for assisting patient in functional activities.
5. Demonstrate assisting patient with functional activities.
6. Emphasize monitoring patient for functional activity in
   A. ambulation
   B. range of motion
   C. activities of daily living
   D. manual muscular function
   E. work hardening activities.
7. Explain how to assess the outcome of the functional activity to determine the effectiveness of the activity and the patient's progress.
8. Illustrate how to chart functional activity results according to physical therapy department guidelines.

DUTY AREA
12. PERFORMING PHYSICAL THERAPY TREATMENTS

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
12.43 Assist patient with high-level balance/gross motor coordination activities.

PERFORMANCE OBJECTIVE
P12.43 Given a simulated situation, mats, balance beam, scooter board, and vestibular board, assist patient with high-level balance/gross motor coordination activities. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M12.43 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpreting physician's orders and physical therapy treatment plan.
2. Review providing therapy instructions to patient (Task 8.4).
3. Show how to explain and demonstrate exercise techniques such as
   A. single limb balance
   B. jumping
   C. skipping
   D. hopping
   E. heel-toe walking
   F. balance beam acts
   G. scooter board acts.
4. Emphasize helping patient as necessary with high-level balance/gross motor coordination activities.
5. Explain reasons for resting the patient as needed during the activities.
6. Reinforce monitoring patient throughout the activities for signs of stress or fatigue.
7. Illustrate how to chart treatment details according to physical therapy department guidelines.

13. PROVIDING PSYCHO-SOCIAL CARE

13.1 Provide supportive listening for patient and family.
13.2 Identify possible abuse.
13.3 Respond to emotional needs of terminally ill patient and family.
13.4 Plan behavior management (reinforcement and reward) activities.
13.5 Promote patient trust.
13.6 Talk with patient about everyday life.
13.7 Attend physical therapy workshops and/or in-service.
13.8 Apply for certification/licensure.
13.9 Remain current with latest technology.

DUTY AREA
13. PROVIDING PSYCHO-SOCIAL CARE

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
13.1 Provide supportive listening for patient and family.

PERFORMANCE OBJECTIVE
P13.1 Given a simulated situation, a private, comfortable area, and an additional student to simulate a patient's family member, provide supportive listening for patient and family. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M13.1 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpreting physician's orders and physical therapy treatment plan.
2. Illustrate how to identify patient's and/or family member's need for supportive listening.
3. Demonstrate how to listen to concerns calmly and with understanding, without being judgmental.
4. Explain when to provide a list of local professional counselors for referral of patients and/or family members.
5. Illustrate charting any information important to patient's care according to physical therapy department guidelines.

DUTY AREA
13. PROVIDING PSYCHO-SOCIAL CARE

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
13.2 Identify possible abuse.

PERFORMANCE OBJECTIVE
P13.2 Given a simulated situation and a private, comfortable area, identify possible abuse. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M13.2 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES

1. Review signs of possible abuse:
   A. bruises
   B. body marks
   C. changes in behavior
   D. verbal clues given by patient.
2. Illustrate how to document signs of possible abuse:
   A. date noticed
   B. appearance of body marks
   C. location of body marks
   D size of body marks
   E. indications of recency of body marks
   F. nature of change in behavior
   G. exact comments made by patient in reference to possible abuse including context of comment and any questions asked of the patient.
3. Demonstrate how to discuss the possibility of abuse with patient in a private setting.
4. Emphasize the importance of discussing signs of possible abuse with other staff or support persons who also may have noticed the signs.
5. Illustrate how to review patient's records for a history of abuse or for information that could account for signs of possible abuse.
6. Outline organization of information regarding possible abuse.
7. Explain consequences of presenting report of possible abuse to supervisory personnel.
8. State the importance of watching patient closely for future signs of possible abuse.

DUTY AREA
13. PROVIDING PSYCHO-SOCIAL CARE

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
13.3 Respond to emotional needs of terminally ill patient and family.

PERFORMANCE OBJECTIVE
P13.3 Given a simulated situation, a private, comfortable area, and an additional student to simulate a patient's family member, respond to emotional needs of terminally ill patient and family. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M13.3 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpreting physician's orders and physical therapy treatment plan.
2. Illustrate how to identify patient's and/or family member's emotional needs.
3. Demonstrate how to adjust one's comments to patient's needs.
4. Illustrate charting any information important to patient's care according to physical therapy department guidelines.

DUTY AREA
13. PROVIDING PSYCHO-SOCIAL CARE

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
13.4 Plan behavior management (reinforcement and reward) activities.

PERFORMANCE OBJECTIVE
P13.4 Given a simulated situation, a private, comfortable area, and an additional student to simulate another staff person, plan behavior management (reinforcement and reward) activities. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M13.4 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review behavior management techniques.
2. Review interpreting patient's chart for identifying behavior management technique being used and treatment being received.
3. Demonstrate how to provide management consistently for
   A. negative reinforcement
   B. positive reinforcement (reward).
4. Explain how to discuss the terms of the behavior management plan with the patient.
5. Illustrate charting behavior management (reinforcement and reward) activities according to physical therapy department guidelines.

DUTY AREA
13. PROVIDING PSYCHO-SOCIAL CARE

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
13.5 Promote patient trust.

PERFORMANCE OBJECTIVE
P13.5 Given a simulated situation, promote patient's trust. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M13.5 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review interpreting physician's orders and physical therapy treatment plan.
2. Review initiating the development of patient trust prior to treatment.
3. Explain how to establish patient trust during treatment.
4. Reinforce the need for using patience in answering patient's questions.
5. Emphasize importance of scheduling treatments at patient's convenience whenever possible.

DUTY AREA
13. PROVIDING PSYCHO-SOCIAL CARE

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
13.6 Talk with patient about everyday life.

PERFORMANCE OBJECTIVE
P13.6 Given a simulated situation, talk with patient about everyday life. Demonstration must be made in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M13.6 Demonstration, all items rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review promoting patient trust (Task 13.5).
2. Demonstrate how to initiate and respond to comments about everyday life to help establish a friendly relationship with patient.
3. Explain how to avoid controversial or very personal subjects, if possible.
4. Emphasize importance of remaining non-judgmental during conversation with patient.
5. Reinforce the idea that conversation is a two-way street and that listening courteously when the patient is talking is important.

DUTY AREA
13. PROVIDING PSYCHO-SOCIAL CARE

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
13.7 Attend physical therapy workshops and/or in-service.

PERFORMANCE OBJECTIVE
P13.7 Given a workshop or in-service opportunity, attend physical therapy workshops and/or in-service. Proof of attendance and participation must be provided, in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M13.7 Written summary of workshop or in-service, report rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Review procedure for getting administrative approval to attend workshop or in-service.
2. Emphasize importance of verifying workshop or in-service information:
   A. location
   B. date
   C. time
   D. materials needed
   E. continuing education credit.
3. Explain degree of participation expected at workshop or in-service and use of workshop participation form, if possible.
4. Outline how to write report on workshop or in-service.
5. Explain how to verify continuing education credit.

DUTY AREA
13. PROVIDING PSYCHO-SOCIAL CARE

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
13.8 Apply for certification/licensure.

PERFORMANCE OBJECTIVE
P13.8 Given a certification application form, apply for certification/licensure. The form must be completed with 100% accuracy and the signature of the program administrator must be obtained prior to forwarding application to agency/organization for consideration.

PERFORMANCE MEASURE
M13.8 Completion of certification/licensure form with no errors and acquisition of program administrator's signature

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Explain how to obtain certification/licensure application forms for physical therapy field.
2. Demonstrate correct completion of certification/licensure application forms.
3. Emphasize arranging to meet with the program director for obtaining his/her signature.
4. Outline how to submit completed and signed certification/licensure application forms to appropriate state agency or professional organization.

DUTY AREA
13. PROVIDING PSYCHO-SOCIAL CARE

COURSE
Physical Therapist Assistant

TASK / COMPETENCY
13.9 Remain current with latest technology.

PERFORMANCE OBJECTIVE
P13.9 Given physical therapy magazines, journals, equipment catalogs, educational programs, in-service workshops, and/or professional organizations, remain current with latest technology. Reports of recent developments in physical therapy technology must be submitted, in accordance with instructor's guidelines.

PERFORMANCE MEASURE
M13.9 Written and/or oral reports in accordance with instructor-provided guidelines, reports rated acceptable based on program standards

ENABLING OBJECTIVES / LEARNING ACTIVITIES
1. Stress the importance of remaining current with latest technology.
2. Present an overview of sources for information concerning new physical therapy developments.
3. Outline techniques for dealing efficiently with such sources on a routine basis.
4. Explain how to research/report on recent developments in physical therapy technology.
5. Demonstrate how to write report on recent developments in physical therapy technology.
6. Discuss how to share pertinent information with students and colleagues.

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*Note: These are cited as the primary resources in the field.